

Fox Theatre Volunteer Opportunities:

Thank you for your interest in volunteering your time with the Visalia Fox Theatre. As a 501(c)3 non-profit organization, the Visalian Friends of the Fox relies on support from volunteers like you. As a volunteer, you will be able to assist in different roles. The following are typical roles we need filled. If you are interested in volunteering in any other way, just let us know. We appreciate your support!

Ticket Taker

Ticket takers are the first impression given to our patrons. They cheerfully and efficiently greet patrons upon entering the lobby, tear the ticket stubs, and direct the patron to their general seat location or to the ushers for further assistance. Ticket takers must also be knowledgeable regarding Fox Theatre policies including photography and video restrictions, lost and found, late seating, and other factors pertinent to each event.

Usher

Ushers are key to the satisfaction of our patrons. They are courteous and diligent. They are responsible for helping patrons locate their seats, restrooms, and concession areas. They are knowledgeable about Fox Theatre policies including photography and video restrictions, lost and found, late seating, and other factors pertinent to each event. Ushers assist patrons as needed until dismissed by the House Manager. Usher may take turns manning the doors into the theatre as long as there is always at least one person on duty.

Concession

Concessions volunteers are crucial in efficiently fulfilling orders for drinks and snacks. This is a fast-paced environment where attention to detail is important. Experience making change and handling credit card sales is preferred.

ID Verifier

ID Checkers have one of the most important jobs - ensuring anyone consuming alcohol is of legal age. This volunteer is typically paired with one of our security guards.

Bartender

On busy nights, bartenders have a long line of customers. Duties include acting as a cashier, serving alcohol, and keeping the fridge stocked.

Merchandise Salesperson

This position is in a fast-paced environment with a lot of products and a lot of simultaneous orders. It usually requires staying a little after the event to count through the remaining inventory but it is not unusual for the Tour Manager to offer this volunteer a complimentary CD, shirt, or even a high-priced sweatshirt or DVD.

Visalia Fox Theatre General Volunteer Policies & Theatre Rules

We at the Fox like to think that every volunteer and staff member is a part of the show. You are "onstage" when you are volunteering. Stage presence is key to making our guests' experience an unforgettable one! The Visalia Fox Theatre has 5 quality standard "keys": **Safety, Courtesy, Efficiency, Entertainment, and Accessibility** (listed in order of priority.) Please consider these when you are volunteering.

Compliance with Law:

All volunteers must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect volunteers to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the Workplace:

All volunteers should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization.

Protection of Company Property:

All volunteers should treat our company's property, whether material or intangible, with respect and care.

General Policies:

If you are unable to attend your shift, please give the Fox staff at least 24 hours notice.

You must sign in and out on the volunteer attendance sheet located at Concessions.

Your specific position will be assigned when you arrive and instructions will be given.

Do not smoke, chew gum, eat, or drink alcohol while on duty.

You are not guaranteed a seat to watch the show. It is determined on a case by case basis.

You are not allowed to sit and watch the show unless approved by the House Manager. You may also be needed again after you have already taken a seat. You must be available.

You must check with the House Manager before leaving.

Uniform:

As a volunteer of the Visalia Fox Theatre, it is important to have a neat and professional appearance. All clothing should be clean and and personal hygiene maintained.

- Clean, white, collared dress shirt.
- Black, full-length pants or black skirt (at or below knee).
- Comfortable closed-toe black shoes (the majority of positions require standing for the duration of 2-4 hour shift.)
- Fox Volunteer jacket or vest (to be provided on arrival).
- Headwear is not allowed.

Personal Belongings:

The Visalia Fox Theatre is not responsible for personal belongings. Handbags and other small, personal valuables may be locked in the lobby closet as determined by the Volunteer Coordinator or House Manager. Please limit the need to retrieve any items from these locations until the end of your shift as it detracts from our staff's key responsibilities.

Cell Phone Usage:

Please refrain from using personal cell phones for calls, texting, and other activities during your volunteer shift.

Celebrity Etiquette:

As a representative of the Visalia Fox Theatre, we ask our volunteers to respect patrons, cast members, and the headlining performers. Please be kind, courteous, and as diplomatic as possible at all times. Fox Staff will not accommodate requests for autographs, meet and greets, or similar requests.

Emergencies:

If there is an emergency please defer to the theatre staff members. Fox Technicians and the House Manager will have radios at all times during an event. There is an AED Machine and first aid kit located in the concession stand area. In the case of a power outage, the Theatre is equipped with emergency lighting. The House Manager will then begin an orderly evacuation which each of our volunteers are expected to assist in facilitating.

Cameras / Recording Devices:

Due to contractual agreements with artists, the taking of photographs or audio / video is typically not permitted inside the theatre unless otherwise specified or posted by visible signage in the lobby. If you see a patron attempting to bring in a camera, please inform them of this policy. If the patron presses the issue, please locate the House Manager. Cell phone cameras are typically permitted.

Key Staff:

The House Manager is responsible for all aspects of the event. The Volunteer Coordinator is the main point of contact for all Fox Volunteers.

Lost and Found:

The Lost and Found is located in the Fox Office at 308 W. Main St. and is available for the retrieval of lost items during office hours: Tuesday through Friday from 10:00am - 4:00pm.

Visalia Fox Theatre General Volunteer Policies & Theatre Rules

Agree and Release:

I have read these policies and agree to abide by them. I understand that this form will be kept on file and these policies will apply to all Fox shows and events that I might volunteer for in the future.

I hereby release the "Visalian Friends of the Fox" a non-profit organization, and the individual members of the Board of Directors, Staff, and Associated Members of the organization, from any and all liability occasioned by my participation as a volunteer at the Visalia Fox Theatre.

Name (Please Print): _____

Signature: _____ Date: _____

Visalia Fox Theater Volunteer Usher Policies and Instructions

*Our goal is to provide our patrons with high quality programming and service.
We strive to enhance our reputation as a premier entertainment venue with historic charm.*

Please remember all of the General Volunteer Policies as they apply always.

Thank you for volunteering as an usher. We at the Visalia Fox Theatre like to think that every volunteer and staff member is a part of the show. You are "onstage" when you are working. Stage presence is key to making our guests' experience an unforgettable one! The Fox has 5 quality standard "keys": **Safety, Courtesy, Efficiency, Entertainment, and Accessibility** (listed in order of priority.) Please consider these when you are working.

You will be given a Visalia Fox Theatre jacket or vest, seating charts for the appropriate floor, along with a flashlight and any other materials related to this event. You will be assigned to either a lobby door or the balcony.

Seating:

If guests' tickets have assigned seats they will be labeled by section, row, and then seat. Sections A, B, and C are downstairs, all others are in the balcony. Offer to help guests find their seats. Do not walk faster than the patron you are accompanying.

Handicap Seating:

- Note handicapped seating on the chart.
- Note how the handicap seats operate - the arms swing out.
- Some seats are removed prior to the show to accommodate a wheelchair.

Exits:

There are numerous exits from the building.

- Two from the lobby: Main St. grand entrance doors and Encina St. door by concessions.
- Three from downstairs auditorium: Main St. door by stage (towards green room), Alley door from stage left, Main St. door by sound booth, and Alley door at back.
- The balcony has three "exits". The main staircase to the lobby. The Main St. staircase by the front row, and the Alley staircase by the front row.

Lobby doors to the auditorium must be closed as the show begins. The House Manager will instruct you when to close and open the doors.

Post:

Please do not leave your post except when seating patrons, unless instructed otherwise.

Ushers should be in the lobby available to seat patrons for the first 30 minutes of the show and

for the duration of intermission unless you are instructed otherwise. If you want to stay and watch, you will be told where you may sit, depending on availability. If you are the only usher at the door, please do not sit inside the auditorium. There needs to be at least one usher in the lobby to help patrons.

In Case of Emergency:

- The first aid kit and AED Machine is located in Concessions.
- Call 911 from your cell phone or the theatre office phone.
- Do not move an ill or injured person. Always take universal precautions when dealing with an ill or injured person.
- If the theatre needs to be evacuated hold open the doors for the patrons prior to exiting.

FAQ Answers:

- 2 ADA restrooms are located underneath the stairs in the lobby. Main restrooms are located upstairs on the mezzanine closest to Main St.
- Concessions are located in the back of the Lobby. Additional Concessions may be open on the Alley side of the mezzanine.
- Outside food or drink cannot be taken into the theatre. Fox drinks and concessions may be taken into the auditorium. Alcohol must stay in the building or beer garden.
- Children age 2 and over must have a ticket and their own seat.

Remember to have fun, smile, and be helpful and courteous. We at the Fox like to think that every volunteer and staff member is a part of the show. You are "onstage" when you are working. Stage presence is key to making our guests' experience an unforgettable one!

Thank you so much for volunteering your time! Please enjoy one complimentary small fountain drink and one small popcorn (**remember, please do not to eat when patrons are present**).

Agree and Release:

I have read these policies and agree to abide by them. I understand that this form will be kept on file and these policies will apply to all Fox shows and events that I might volunteer for in the future.

I hereby release the "Visalian Friends of the Fox" a non-profit organization, and the individual members of the Board of Directors, Staff, and Associated Members of the organization, from any and all liability occasioned by my participation as a volunteer at the Visalia Fox Theatre.

Name (Please Print): _____

Signature: _____ Date: _____

Visalia Fox Theatre Volunteer Docent Policies and Instructions

*Our goal is to provide our patrons with high quality programming and service.
We strive to enhance our reputation as a premier entertainment venue with historic charm.*

Please remember all of the General Volunteer Policies as they apply always.

Thank you for volunteering as a docent. You have an opportunity to introduce people to a Visalia landmark. This is an exciting position. We at the Fox like to think that every volunteer and staff member is a part of the show. You are "onstage" when you are working. Stage presence is key to making our guests' experience an unforgettable one!

The Visalia Fox Theatre has 5 quality standard "keys": **Safety, Courtesy, Efficiency, Entertainment, and Accessibility** (listed in order of priority.) Please consider these when you are working tonight. As you can see, safety is our top priority. If you are outside of the theatre, use crosswalks. If you are inside the theatre, use your flashlight, notify guests of steps, and keep everyone together. There is an AED Machine and a first aid kit in the Concessions area.

Get the audience involved as much as possible by asking questions, etc. You are not expected to know everything about the theatre history or the theatre itself. However, always offer to follow up on a question that you do not know the answer to.

You are able to modify the docent script slightly to fit your individual style. If you have an individual or personal experience about the theatre, where appropriate, they may share them with the audience. Nothing comes across better than a personal story from a tour guide.

Walk slowly, be aware of your audience and their ability to move at a steady pace.

Try not to walk and talk at the same time. Speak from a stationary position.

You need to have flexibility to adjust the length of the tour to fit the needs and desire of the tour group. For example, the docent script is designed to be about a 45min tour. A shortened tour might mean fewer stations or fewer comments at each station.

Always remember that every guest on the tour is a potential patron or donor and should be treated with the utmost respect.

Visalia Fox Theatre Volunteer Docent Policies and Instructions Agree and Release:

I have read these policies and agree to abide by them. I understand that this form will be kept on file and these policies will apply to all Fox shows and events that I might volunteer for in the future. I hereby release the "Visalian Friends of the Fox" a non-profit organization, and the individual members of the Board of Directors, Staff, and Associated Members of the organization, from any and all liability occasioned by my participation as a volunteer at the Visalia Fox Theatre.

Name (Please Print): _____

Signature: _____ Date: _____

Visalia Fox Theatre Volunteer Docent Script

STATION #1

(On south side of Main Street at the T intersection with Encina St.)

Just prior to the construction of the Fox Theatre, Visalia's population was about 7,000 people. The Theatre could fit almost 20% of the population.

For a few years before the completion of the Fox Theatre there had been talk in Visalia about building a new big theatre. Visalia had several, but none of the size and significance of the Fox Theatre before you. The Fox Organization had been in Visalia prior to the construction of this theatre and it owned what was known in those days as the "old Fox Theatre", which was at the corner of **Acequia & Court** Streets on the northeast corner. Most people recognize that building as the old Armory Hall.

The new Fox Theatre, which is the one you are standing in front of, broke ground on **April 6, 1929**, but prior to the beginning of construction, the Ford dealership, known as Biswell and Mahoney had to be cleared from that site. From there, the Ford dealership moved to Garden and Center.

The construction company that got the bid for this Fox Theatre was **Beller Construction** of Los Angeles. It was estimated the project would cost \$135,000. However, upon completion, the final cost was more like \$225,000 (over \$3 million today).

The president of the Fox West Coast Theatres was Harold B. Franklin. He said at the time of the completion of the Fox Theatre that the theatre is "an expression of William Fox's determination to bring wholesome and fine entertainment to all".

Unlike most theatres of earlier vintage, this theatre was built for "**talkies**"—that is, theatres that have sound as well as pictures; prior to that, most of the movies were silent.

The theatre became a landmark in Visalia, and some said that it "stood like a lighthouse in a seaport." The architectural style on the outside was "**Spanish Colonial Revival**."

One outstanding feature of the building was the huge 3-way clock on the tower. The clock could be seen from 3 different directions and was the largest electric clock of its type to be built at that time.

The theatre at that time had over 250 feet of neon tubing. Over 1,000 light bulbs were in and around the marquee area.

Fox had its grand opening on **Thursday, February 27, 1930** at 6:30 p.m. The talkies that were shown that night were:

- "Lone Star Ranger" (based on a Zane Gray book)
- "Night Owls", starring Laurel and Hardy
- Movietown News
- Mickey Mouse cartoon

Opening night admission was 50 cents for adults; 65 cents for loge seating; 15 cents for children.

When constructed, the theatre had room for other retail shops as part of the building itself. Currently, this space is used as the theatre office, green room, and Quesadilla Gorilla.

The theatre manager opening night was Henry Hunsucker, and the assistant manager was Marcella Britten Bolt.

The top of the theatre can be seen from the north as a 5,000 gallon water tank on top of the building , to be used in case of fire.

October 1929 began what we know as the great depression.

STATION #2 (Lobby)

As you enter the theatre, remember the difficulties going on as a result of the depression years. Many have commented about how the theatre offered relief from an otherwise harsh world—relief in the form of exotic surroundings, plush carpeting, fancy architecture, etc.

The décor of the inside of the theatre is **East Indian**, made to look like the courtyard of an Indian prince.

The apparent carving that you see on the walls is sculptured plaster and not wood at all.

Notice the ornate paintings and carvings, and notice the elephant-themed painted rafters.

The

elephant theme continues throughout the theatre. In March of 1930, local youngsters, under the age of 15, were challenged to count the total number of elephants, for a top prize of \$5, won by Milton Hadley, accurately counting **154 elephants** in all.

The lighting fixtures you see are almost totally original.

When the theatre opened there was no concession stand as we know it today.

Notice the donor wall opposite the stairway to the balcony, where there was originally a drinking fountain.

STATION #3

(Main Auditorium Midway Down the Walkway)

Notice the continuation of the East Indian theme.

When inside the auditorium the audience was to believe they were inside a temple courtyard. Notice the painted scenery on either side of the theatre.

Notice above the stage, close to the ceiling in the center of the stage, is the face of a Genie.

When the theatre opened, the stars in the theatre twinkled, and you can still see the star-shaped lights in the ceiling. They also twinkle today.

When the theatre opened, there were cloud machines that caused clouds to travel over the ceiling, giving the appearance of moving clouds.

When the theatre was finished, there were well over 1,000 seats; probably closer to 1,400, although the actual number is uncertain. Today, there are **1275 seats**.

In **1976**, the theatre was turned into a tri-plex theatre. The ground level floor portion that you are standing in now was divided in half, with the wall going from floor to ceiling, which cut through the Genie. The upstairs balcony, which we will go to shortly had a theatre as well, with a false ceiling over where we are now standing. The tri-plex was built to make the theatre more economically viable as this was the period of time when multi-plex theatres were becoming commonplace.

In **1998**, the tri-plex walls and the false ceiling came down as part of the restoration of the theatre.

When the theatre was constructed, there was an almost \$300,000 organ placed in the orchestra pit, which was at the base of the stage, and reportedly was the "finest in the Valley."

The Mighty Wurlitzer organ you see today was donated to the theatre in 2004 by Ruth Dresser. This organ was built in 1917. At the time, it was the largest organ Wurlitzer had ever produced. It was originally installed in the California Theatre in San Francisco. After that theatre closed, it eventually ended up in the Malibu home of Ms. Dresser, until it was donated to the Fox.

On either side of the stage, there are decorative organ lofts, and if you look closely, you can see speaker material behind the plaster sculpture. There are 23 sets of individual pipes (ranks). The organ contains resources representing instruments such as strings, flutes, reeds, brass, percussion, piano, xylophone, and more.

Leo "Kay" Kindig played the organ before and after the movie to set the tone. Kindig was a much-admired concert soloist.

The theatre was cooled with what they considered to be "high-tech" air-conditioning; however it was basically a mechanism pulling in 60,000 cubic feet of air from the outside. It pulled the air through an ice room, located in a tunneling system beneath the theatre, which then cooled the air, and the moist, cool air was defused over the audience. When the air reached the floor, it was cycled out through floor vents which you can still see beneath the seats.

STATION #4 (On Stage)

Even though the Fox was built for "talkies", it had a stage and orchestra pit for live, onstage performances. The orchestra pit is now sometimes covered to give the state more depth, but the cover can be removed for orchestra presentations.

The screen was state-of-the-art, and one of the largest in the State of California. The material that the screen was made from was called "Day-Ton-X", which was washable and fire-proof on both sides.

Over the years, many famous movies were played: "Gone With the Wind", starring Clark Gable and Vivian Leigh; "Desperate Journey", with Ronald Reagan; "The Phantom of the Opera", starring Nelson Eddy; of course many more movies were shown on this stage as well.

Notice the counter balance backdrops above you and the counter balance mechanism on one side of the stage.

On the same side of the stage, notice the old lighting control levers. (But please do not touch.)

Movies were not the only thing to appear on stage. There were other activities, such as tea club events; dances; recitals, talent shows; an Art Linkletter appearance; contests of various types involving children and adults; a wedding or two on the stage, and during World War II, the theatre was the hub for war bond drives. On June 6, 1944, there was a special religious service for soldiers involved in the D-Day invasion. There were also talent shows and voodoo parties; ghost festivals; cooking schools, etc. It was really an all-purpose theatre.

STATION #5
(Balcony/Projection Room)

The balcony was accessible from the lobby from both sides of the lobby. The grand stairways led to an area where many budding romances began. The main feature of the balcony was the projection room. Mr. Al Cox worked as projectionist there from 1930, the opening of the theatre, until 1976, when it turned into a tri-plex.

The projection room was the key location in the theatre. It was where things happened. Movie reels were projected from that location onto the screen.

A big concern in early theatres was fire. This was also true for Visalia's Fox Theatre. The film was highly flammable, and fires in theatres could be devastating.

With that in mind, the Fox Theatre was built with fire safety in mind. The huge tank on the roof provided ready access to water. The projection room had a sprinkler system that was automatically activated when the temperatures reached a certain point. The projection doors would automatically close in case of a fire, and the house lights would come on as soon as the fire reached a certain temperature, which would allow people to orderly leave the theatre.

The projectionists location was so critical that the projectionist needed to stay close to the projectors at all times. That is why there is a toilet built into the corner of this room.

Closing Remarks
(Return to Lobby)

Thank you for participating in this tour of the Visalia Fox Theatre. We are working hard to enhance our reputation as a premier entertainment venue with true historic charm.

Hand out Fox Club / Sponsorship literature.

Ask the group if anyone has ever worked at the Fox. Perhaps have them tell a story or two, depending on the time.

Dismiss the tour and direct them to the exit you want them to go to.

Visalia Fox Theatre, Historical Summary

The Visalia Fox opened the doors on February 27, 1930. Visalia's population was just under 8,000, but the importance of the event, including searchlights sweeping the sky, brought people from miles away, hoping to get tickets, but were turned away. The seating capacity was 1,300, and the house was full the minute the doors opened. The first feature film shown

was a Zane Grey western, "Lone Star Ranger", starring George O'Brien, and important to add, was a talkie film. In addition to films, vaudeville acts and local entertainers were featured. Many people elected to get married on stage.

The Fox West Coast theatre chain typically built their theatres with architecture and interior appointments following a theme of exotic location. The Visalia Fox was built to imitate a Courtyard and Garden of India. The lobby featured hand carved woodwork that is not seen in theatres today, and the interior was painted with palm trees and structures typical of India. The ceiling had lights scattered overhead that turned off and on to simulate twinkling stars. As the theatre was staffed with usherettes to show people to their seats. The projector and sound system were state of the art in the 30's, and Visalia had reason to be proud.

Fast forward to the mid 1970's, multiple screen movie houses were proliferating, and in 1977 the Visalia Fox closed, and was converted into a triplex. By 1993, two 10 screen movie houses opened, which was the final blow for the Fox. On November 7, 1996, the Fox closed with its last film, ironically enough, titled "A Long Kiss Goodnight".

Shortly after the closing, the local newspaper ran an editorial suggesting the Fox be renovated and headlined as a local venue for the performing arts. The City of Visalia agreed, but was not in a position to put up an estimated \$1.5 million to do the job. Even before the closing, some concerned citizens were looking for ways to convert the theatre to a performing arts facility. Little progress was made, as no agreement could be reached with the owner on a sale price. When the Fox officially closed, a group of concerned citizens and business people got together and decided to form a nonprofit corporation and named it "Friends of the Fox". They reached out to the community for donations to buy and restore the Fox to its original glory. Apparently this appealed to the owner and miraculously the owner donated the Fox to the non-profit entity. Donations came in at a steady pace and work soon started. The Fox was literally gutted; the tri-plex walls came down; the seats were removed and sent out for re-upholstering and repair as required. It was a gigantic task and many local businesses and individuals donated money, time and talent to the project. The Fox re-opened on November 20, 1999, three years and 13 days after it closed. On opening night, Marvin Hamlisch, composer-pianist for stage and screen was featured. Mr. Hamlisch won Oscars for his song, "The Way We Were", and the music of Scott Joplin adapted for the movie, "The Sting".

Since opening, the Fox has been the venue for performance by many well-known artists, and as well, a performing location for local talent. Most importantly, the Fox is home for the Tulare County Symphony Orchestra. The Musical Director has imported musicians and guest conductors from Europe and Russia, and the Orchestra rates as one of the finest in the State.

Most recently, a Wurlitzer 4 manual pipe organ and a Baldwin Grand Piano were donated to the Fox, adding to the ability to provide a greater variety of entertainment. In addition to live

entertainment, classical movies are shown and special presentations for children of all grade levels. And, it is still used for weddings.

The Fox is an example of the accomplishments of a dedicated community pulling together and raising almost \$ 1 million to renovate the Fox. The people of Visalia continue to respond to providing the funds for the necessary improvements.

Visalia Fox Theatre Volunteer Concessions Policies and Instructions

*Our goal is to provide our patrons with high quality programming and service.
We strive to enhance our reputation as a premier entertainment venue with historic charm.*

Please remember all of the General Volunteer Policies as they apply always.

Thank you for volunteering as a concessions attendant. We at the Fox like to think that every volunteer and staff member is a part of the show. You are "onstage" when you are working. Stage presence is key to making our guests' experience an unforgettable one! The Visalia Fox Theatre has 5 quality standard "keys": **Safety, Courtesy, Efficiency, Entertainment, and Accessibility** (listed in order of priority.) Please consider these when you are working.

Set Up Tasks:

- Bring out cups, napkins, straws, etc. from storage room and place on counter.
- Fill Pepsi machine ice bin from large ice maker. Always return large ice scoop to the container on top of the ice machine.
- Bring out popcorn bags, boxes from storage room and set to right of popcorn machine.
- Unlock candy cupboard and bring candy boxes up to the counter to the left of the popcorn machine.
- Unlock the large cooler and put lock in drawer to the left of popcorn machine. - Turn light on (upper front right, inside – push button until light comes on)

Soda Fountain Machine:

- Unlock the machine from the side.
- Listen to patrons orders as they are made and fill appropriate cups.
- Keep a few cups, large and small, supplied with ice to keep ahead of orders.
- Put lids on cups. Put drinks on counter to the left.
- If time permits, you can get the water and tea orders from the large cooler.
- If time permits, you can also fill the candy orders.
- After closing, remove spigots and soak in hot, sudsy water, then replace. Spray soda fountain machine and wipe down with paper towels. Spray off grate in the sink and replace.

Popcorn Machine:

- Pop popcorn and fill boxes and bags and put in popcorn warmer. Keep an appropriate supply of popped popcorn in the machine, depending on anticipated need.
- After closing, spray popcorn machine with specially marked cleaner, and wipe down the inside and outside of machine with paper towels.
- If it is cold weather, use the popcorn-warming compartment to melt butter in popcorn packets, making it easier to extract into the kettle.

Register:

- Put the I-Pad on the stand provided.
- Count the bank provided and put cash in register drawer as needed. If not all the cash is needed at once, leave the rest in the cash bag and put the bag in the concession closet.
- If more cash is needed during the event, retrieve from the bag in the closet.
- If too much cash is in drawer, put excess in the bag in the closet.
- Upon closing, put all the cash, and the I-Pad in the bag provided.
- Either give cash to manager, or take to the office, as directed.

General and Closing:

- When time permits, keep the floor as swept as possible, usually spilled popcorn.
- Upon closing, spray clean all surfaces with spray and paper towels.
- Turn light off in large cooler and lock up.
- Lock the storage closet.
- When leaving, turn off lights and close counter and put out "Sorry, we're closed" sign on front counter.

Agree and Release:

I have read these policies and agree to abide by them. I understand that this form will be kept on file and these policies will apply to all Fox shows and events that I might volunteer for in the future.

I hereby release the "Visalian Friends of the Fox" a non-profit organization, and the individual members of the Board of Directors, Staff, and Associated Members of the organization, from any and all liability occasioned by my participation as a volunteer at the Visalia Fox Theatre.

Name (Please Print): _____

Signature: _____ Date: _____

Visalia Fox Theater Volunteer Ticket Attendant Policies and Instructions

*Our goal is to provide our patrons with high quality programming and service.
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Thank you for volunteering as a ticket attendant. We at the Fox like to think that every volunteer and staff member is a part of the show. You are "onstage" when you are working. Stage presence is key to making our guests' experience an unforgettable one!

The Visalia Fox Theatre has 5 quality standard "keys": **Safety, Courtesy, Efficiency, Entertainment, and Accessibility** (listed in order of priority.) Please consider these when you are working tonight.

Children age 2 and over must have their own ticket and seat.

Agree and Release:

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Name (Please Print): _____

Signature: _____ Date: _____