



POSITION DESCRIPTION: Green Room Host

HOURS: Estimated 4 hours/performance

Specific Duties:

- We have a 15% discount card for Save-On-Foods, you will need to arrange to get this from the producer or volunteer coordinator.
- There is a budgeted amount of \$75.00 per day. You can submit receipts for reimbursement using the online expense submission form (<https://www.jotform.com/pinetreeplayers/expenses>).
- You have the option of preparing food or finding a local restaurant/caterer to sponsor the food. The budget is tight so food will need to be prepared from scratch using inexpensive ingredients or supplemented with sponsored items. We will list businesses sponsoring the food in the program. If you plan to take this route you can contact the producer to arrange for recognition of the sponsor at info@pinetreeplayers.com.
- There are 12 cast and crew members
- Please note that we strive to provide nut-free, vegan and gluten free options.
 - Snacks include fruit, veggies, cheese and meat trays, devilled eggs, cookies, yogurt, sandwiches and wraps. Gluten free options include tortilla chips and rice crackers.
 - If you buy chocolate and nuts buy small individually wrapped snack size (in case of allergies)
 - Meals could include soup, chili, lentil stew, tex-mex casserole, tacos, build your own rice bowl or salad, meat balls, chicken wings. Gluten free options can include rice, quinoa, potatoes, corn tortillas.
- Arrive at Miners Union Hall (738 7 Street Canmore) 1.5 hours before performance starts. Enter through the back door.
 - All the purchased food can be stored in the Green Room Fridge
 - Set out the food. There is a crockpot on site for keeping food warm.
 - Keep the food lightly covered with Handi-Wrap to keep it fresh
 - There are dishes and cutlery for use in the Green Room
- When the performance is finished put everything away and clean up the kitchen.
 - Bring some Handi-Wrap or plastic bags for left overs.
 - There is a fridge to store the leftovers

OTHER KEY INFORMATION

- There is no alcohol allowed in the green room
- Only Cast and Production Crew are allowed in the green room
- Contact the Stage Manager if you have any questions