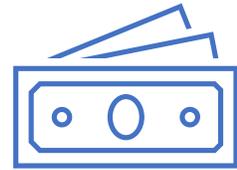




## AECT Volunteer Positions Merch Table Helper



The AECT board sells AECT and show-related merch during performance intermissions (most shows have a 15-20 minute intermission). Merch is sold as a fundraiser to support AECT initiatives. There will always be a board member or other experienced volunteer (the “merch captain”) to assist with set-up and tear-down and show volunteers how to use the Square app (we provide devices, no need to log in on your own). Helpers assist with sales before the show, during intermission, and after the show. You can volunteer for this position and still watch the performance. Following is some information to help you decide if being a merch table helper is a good fit for you. Thank you for volunteering!

### Merch Table Helper Duties

#### Before Run

1. Nothing!

#### During Run

1. Sign up to volunteer for two or more show dates (AECT will send out a sign-up link to families involved in the current show and will also post on social media for others who might want to jump in).
2. Arrive at the scheduled time (about an hour before the show begins—the time will be clearly listed on the sign-up) to help set up the merch table (sample photos on last page). Merch is sold for about half an hour before each show, during intermission, and for about ten minutes after the show. See “Supplemental Information” section for examples of the merch we generally have available.
3. Help set up the merch tables as needed prior to the show, then staff one of the two sales stations in the half hour leading up to the show.
4. Immediately when the house lights come up for intermission, or better yet, during the last scene (if you’re watching the show), head for the lobby to be ready for sales.
5. Assist in selling items, entering orders on the Square app, taking cash or cards, making change, and so on. Each volunteer has a cash box and Square card reader. Item prices are listed on various table signage and also in the Square app.

6. At the end of the intermission, you can return to watch the show, then zip back to the lobby for post-show sales.
7. Help put away merch after sales end, usually about ten minutes after the show ends and most people have cleared out.

### After Run

1. Nothing! The Square app keeps track of inventory so the board knows what's running low and can place new and restock orders.

## Our Thanks to You

- Merch Table Helpers will receive a voucher for one free drink and one free food item per shift worked (a shift is one show performance), which can be used that day or at any future show.
- Merch Table Helpers receive free admission to the show on the day they are working, if desired. Confirm that the merch captain or house manager is keeping an eye on the cash boxes and merchandise.

## Supplemental Information

- There are some standard merch items, plus show-specific ones. Here are the main types of merch:
  - a. AECT merch like backstage beanies, messenger bags, mugs, key chains, etc. We usually have at least two or three AECT-branded items for sale.
  - b. Show pins, ornaments, and posters featuring the show's art are available for every show. We also sell ornaments and pins for past shows. Posters used to be sold via a silent auction, but in 2024 we moved to a more equitable arrangement and sell posters at a variety of price points (plain poster, framed poster, signed and framed poster).
  - c. Show-specific merch might include things like inflatable swords (*The Witch's Princess*), tiaras (*Frozen Jr.*), black roses (*The Addams Family*), or small stuffed animals related to the show (several productions).
- This job is best for people who are comfortable working under pressure, handling cash and credit cards, and quickly calculating correct change (though the app certainly helps with this!).

## Merch FAQs

- **What time do I have to show up?**
  - Your start time will be clearly listed in Sign Up Genius and the reminder email you'll receive. (Typically we begin set-up 60 minutes before curtain.)
- **What do I have to do?**
  - Sell merch in the lobby. We will provide you with a Square tablet or phone (you don't have to provide your own device) and you punch in orders and collect cash or swipe cards.
- **What if I want to watch the show?**
  - It's fine to watch the show! In fact, you get free admission on the day you volunteer! Just make sure you sneak out a little before or right as the first act ends (ask the house manager what scene marks the end of the act so you know when to be ready to run!) so you're ready for the rush at intermission, and same for the closing curtain.
- **Do I need retail experience?**
  - Nope. We make it easy by using the Square app. Just punch in the items and give them the total. There's no mental math involved! We accept card and cash, and the tablet does all the work.
- **Do you really need my help out there?**
  - Absolutely! The merch table "helps keep the lights on," and sales are a consistent source of income for AECT. All revenue goes directly back to AECT and enables us to continue letting youth have that professional theatre experience. The only way the merch table runs smoothly is with your help!

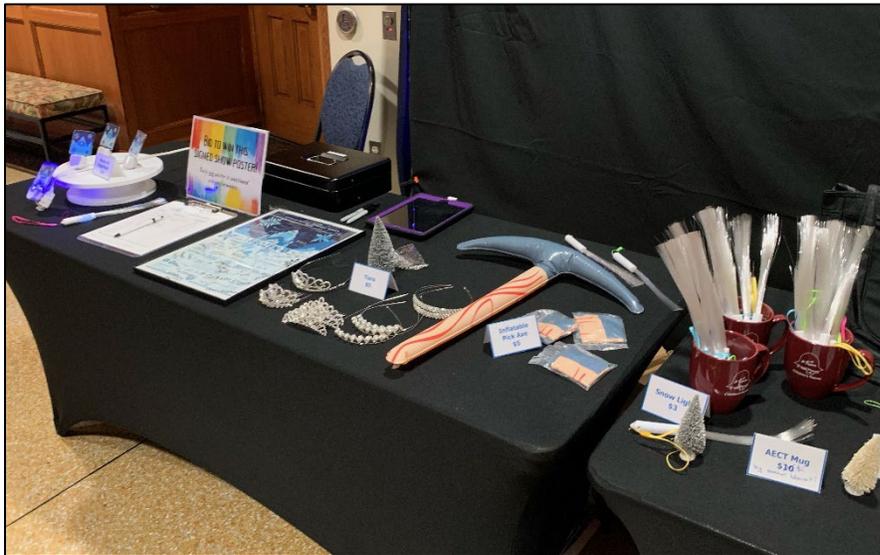


## Sample Set-up Photos

Below are photos from recent shows. There's no right or wrong way to set up the table, but these show examples of how items can be displayed. The merch captain or house manager can help you locate items and/or provide advice about table set-up as needed.



*School of Rock*  
Spring 2023



*Frozen Jr.*  
Summer 2023



*The Addams Family*  
Winter 2024