

Metamora
Indiana's Canal Town
Metamora Performing Arts, Inc
PO 45
Metamora, IN 47030

MPA Opry Barn

Morning of event

- US 52 Sign - wire to fenceposts in place
- Music Today A-frame - across the street
- Hang sign by door if appropriate
- Opry Barn sign - in flower pot at bridge
- Arrange for bank
- Smart phone or tablet for Square
- Set thermostats (if applicable)

Box Office

- Check opening bank against report slip
- Make sure Square is working
- Sign on counter for evening event
- Calculate door and split for band
- Collect money from jars at end
- Check in money from food and soda/water
- Fill out Box Office Report
- Return bank to treasurer

Opening

- Unbolt Side Doors
- Check Restrooms for , soap, and toilet paper
- Plug backstage light in men's restroom
- Make sure No Entry Sign in place
- Plug in stage lights on west side*
- Plug in rope lights on east side
- Turn on Merch area cord (switch on cord)
- Fans or heaters as needed
- Flip on breakers for outside lights (1,2,4)
- Flip on breaker for backstage light (20)
- Plug in light for entry area
- Put out cigarette urn
- Put out sign for night's event by doorway
- Take lids off trash cans being used
- *cord marked for front floor not needed most times*

Closing

- Unplug stage lights
- Unplug rope lights
- Unplug backstage light in Men's restroom
- Unplug merch area cord
- Check restrooms for trash
- Lights out in restrooms
- Check trash in backstage
- Check trash by side door
- Lights out in kitchen area
- New trash bags in containers (under printer)
- Bag up trash and put by entry (inside building)
- Bring in all signs
- Fans or heaters turned off
- Flip off backstage light breaker (20)
- Flip off outside light breakers (1,2,4)
- Unplug entry area light

Concessions

- Check supplies before event
- Arrange for bank
- Buy Ice
- Light Switch by breaker box
- Make Coffee
- Set out food
- Prepare tea or lemonade? (optional)
- Empty coffee at end of event
- Put away supplies
- Make sure no food left out
- Wash dishes
- Bag up trash
