

Licence:

[Temporary event notices - MIDDEVON.GOV.UK](http://MIDDEVON.GOV.UK)

Apply as soon as convenient but not less than 10 days before first show

- Times normally:
 - 1800-2300, if matinee then 1300-2300
- People numbers:
 - add seating numbers, cast, total crew, add a few for luck and round up!
- Areas:
 - (QE) School hall, auditorium, gymnasium, kitchen, linking corridors/ staircases
 - (OTH) Community hall, mezzanine, ancillary rooms, museum area (out of opening hours), kitchen, linking corridors/staircases

Stocking up:

I usually go back over the last couple of productions (for that type of show) get an average of sales for each item. Compare with current stock. Create a shopping list.

Always buy the wine when Tesco have a 25% discount sale on. This way you can get decent quality at reduced cost = better profit for CODS

Square Contactless:

I'll set people up ahead of a show using app on own device. Can do this for FOH too. Just need to be added to their WhatsApp group much nearer the time. Square gives 3 months access then drops off.

There maybe more....I'll edit this document if/when I think of it 😊