

## **Ticket Seller Guidelines**

- \*Arrive one hour prior to show time.
- \*Wear dark, preferably black, slacks or skirt with a white shirt, blouse, or sweater (no T-shirts).
- \*Be familiar with the seating arrangement at the EPAC Theater in order to identify areas that could meet patrons' needs or desires (see seating map below).
- \*Greet the patrons in a friendly way... "Thanks for coming... enjoy the show."
- \*If the patron's ticket(s) is/are already printed and paid for, give the ticket(s) and any receipt to the patron.
- \*If the patron's ticket(s) is/are already printed, but not paid for, take payment, and give the ticket(s) and any receipt to the patron.
- \*If the patron's ticket(s) is/are not printed, print the ticket(s), take payment, and give the ticket(s) and any receipt to the patron.
- \*\*"Stand by" for at least 15 minutes after the start of the show to sell or distribute tickets to any late arrivals.
- \*Once all tickets for the current performance have been sold and/or picked up, you can watch the show or leave, whichever you prefer.