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INFORMATION AND GUIDELINES FOR LARK VOLUNTEERS

Arrive for your shift 45 minutes before the scheduled show.

Ticket taking begins 30 minutes prior to scheduled screenings.

Upon arrival please check the bathrooms to make sure there is adequate toilet paper and seat covers in each stall, sufficient paper towels and soap.

If you are volunteering for the first screening, please do a quick check of the theater to be sure it is ready for patrons.

Also check the lobby area and sweep up if needed.

You are requested to remain at the ticket taking door until the main movie begins (about 10 minutes after the scheduled time of screening), then go in and enjoy the movie.

There are two types of tickets, oblong cardboard which has a small stub to be removed and square paper tickets which are issued by concessions when the box office is closed. These are collected and kept.

As soon as the credits start to roll, return to the lobby to hand out fliers of coming events. Ask the manager on duty what they would prefer you use.

Then stay for ticket taking for the next movie. (You may also stay for that movie if you wish.)

Otherwise your "shift" is over and we thank you very much for helping out.

Volunteers receive complementary popcorn and drinks to take into the theater at the start of the movie. Please do not consume food while on duty, it does not look professional.

Out of consideration for patrons allergic to scents, we ask that you not use any perfume or other scents during your shift.

The Lark does not have a "dress code" as such but no short-shorts, low cut tops. Dressy sandals are allowed in the summer.

Please turn off your cell phone during your volunteer shift.

Patrons are our prime focus. Greet them with a welcoming smile and a "how are you/welcome to the Lark:

Please stand right at the door entrance. If you stand too far back patrons don't realize you are the ticket taker and will walk right by you.

Please direct specific questions regarding the theater (rentals, programming, membership, etc.) to a manager. You are only expected to answer the easy, general questions and provide handouts for movie schedules.

*The Lark Theater is a 501c3 non-profit organization.
Membership is tax deductible to the fullest extent allowable by law.*