

Poets' Haven DOOR Host Duties, Upper Crust

- Admission is \$5. **Scheduled readers, door host, and mic host do not pay admission.**
- The Door Host assists one of the Stroll Board Members with greeting participants and attendees and receiving admission fees (\$5).
- A table is set-up near entrance door with Open Mic Record Book for signing-up; Stroll Member Application Forms, Stroll Anthologies, Featured Readers Poetry Books, Money Box.
- Door hosts are provided with a money box containing a float of \$40. and a tally sheet.
- Count people present then record number on tally sheet.
- Be available for latecomers, for who wants to become a Stroll Member, and for purchasers of anthologies, etc., during intermission.
- Record names of members who pick-up a **free** copy of a Stroll Anthology.
- At evening's end, count money and record amount, (minus \$40. float) on tally sheet.
- Sign tally sheet.
- Put tally sheet and evening's receipts in envelope provided. Put back the \$40. float in envelope provided.
- Seal envelope, write amount, sign, and put it in money box for Stroll Board Member.
- Enter amount collected into Haven Record Book.
- Ensure \$40. float remains in money box.

Note: *Scheduled Readers, Door and Mic Hosts do not pay admission.*

Thank you for volunteering.