

Stand Lead Guide

Arrival

- Sign in and pick up binder
 - Make sure you get the meal tickets
- Pick up bin – Just down the hall from sign in table
 - Get extra towels
- Get Cash
 - Must wear uniform
 - Sign in – Get ATM Card (Matches stand #)
 - ATM Machine – People in the room will help

At Stand

- Count Inventory – Double count if doesn't match
 - Complete inventory form
 - Shortage report
- Enter start bank into register (Directions in binder)
- Start stand log
- Know where change room is
- Setup stand
- Manager will sign stand log, shortage report, inventory report

During Game

- May need to do cash drop
 - Bring large bills and ATM card to Event center (AMS)
 - Enter drop into register
- Gift certificates, flight deck vouchers count as cash – give change
 - Exception Del North Dollars (I've never seen)
- Orioles 50%/40% discounts – Directions in stand binder
- Print and keep any cashier corrects
 - Write notes – Most things can be fixed at the end.
- Call for more inventory
- Around middle of 7th, can start counting inventory

Game End

- Bring cash/vouchers to cash room
 - Fill out small form if vouchers
 - If cash only stand, count cash. Otherwise I just use the amount from the cash drop.
- Enter end bank into register
- Count inventory
- Have manager print register report

(Continued on back)

- Complete
 - Inventory sheet
 - stand log
 - spoilage report
- If numbers are good, enter inventory into register
- Call check out
- Get manager to sign paperwork
- Return bin
- Turn in binder and all paperwork