



## Inventory of Concessions

**Show:**

**Date:**

DRINKS	# BEFORE	# SOLD	# REMAINING
Cokes			
Diet Coke			
Sprite			
Water			
Dr. Pepper			
Other Drinks:			

CANDY	# BEFORE	# SOLD	# REMAINING
Hershey's			
Kit Kat			
Reese's			
Snickers			
Twix			
Milky Way			
Three Musketeers			
Other Candy:			

POPCORN	# BEFORE	# SOLD	# REMAINING
Bags			
Boxes			

Items needing restocked:

Prepared by:



## Concessions Checklist

**Show:**

**Date:**

### Before

Complete "# Before" Inventory

Wipe down counters if needed

Ask Box Office for money bag and square card reader

Arrange candy on serving dish and set out serving window

Set out one of each drink on serving window

Turn on popcorn maker and let warm up

Set up popcorn boxes

Stock drinks in fridge if needed

### During Act 1

Wipe down counters if needed

Restock candy on serving dish

Restock drinks in fridge

### During Act 2

Complete Inventory Sheet

Wipe down counters

Return money bag and square card reader to Box Office/House Manager

Put away candy and serving dish

Put away display drinks on serving window

Turn off popcorn maker and clean

Stock drinks in fridge if needed

Prepared by: