

- Answer questions
- Pick up towels, and linen and bring them to the office

C. Door

- Greet and welcome women in the line. Explain that smoking is only allowed outside, around the pool.
- Explain that the third floor and the gym on the second floor are "SM friendly zones."
- Hand out Pussy Palace Etiquette.
- **Verbally confirm with all women that they understand that trans-women and trans-men are welcome and that discrimination will not be tolerated.**
- Ensure that no one slips in.
- The woman on cash will inform you when we have reached capacity. When we have reached our capacity, have women form two lines: one of ticket holders and one of women without tickets. Women with tickets can come in immediately. Women without tickets must wait until other women leave.
- After we have reached capacity, the door person will inform the woman on cash when women leave, so that we can let in the same number of women. There are no 'in and out' privileges.
- As people leave, ask them for the keys to their room or locker.

D. Cash

- Before you begin read over the "**Cash Log**," located in the accordion file. It is filed under "**Cash Log**."
- Count your float when you arrive (\$200).
- Find the **Sign In sheets** located in the accordion file. All volunteers and committee members must sign in on these sheets. If their name is not on the sheets, you must get a committee member to approve their entrance.
- Receive pre-purchased tickets from women and allow them entry.
- **Women can only buy 2 tickets at the door. They cannot leave tickets for friends at the front door. They can wait outside for friends, but they can't enter and then leave to meet their friends.**
- Rip all tickets in half. Give each woman her stub and retain the other half. Put half of the ticket in the appropriate box, either "Tickets bought @ door" or "Pre-Paid tickets."
- Complementary passes are orange. They should also be ripped in half. The half which the Pussy Palace keeps goes in the box of pre-paid tickets.
- Distribute room keys and locker keys to the first women who arrive.
- Inform the cleaning crew when a room has been vacated and needs to be cleaned.
- Redistribute room keys after they have been vacated and cleaned. Keys are re-distributed on a first come, first served basis
- On shift 3 take over the duties of the door person.
- At the end of your shift, cash-out with a member of the organizing committee. Count out your float and count the money left in your till. Deposit the cash and tickets which you have sold into an