WHO ARE YOU?

YOUR NAME

DATE

SHIFT START

SHIFT END

WHAT HAPPENED?

ANY DONATION DROP OFFS?

This refers to tangible items, not monetary donations.
Make sure you also fill out a donation receipt so we can be square with our inventory and taxes.

ANY CANCELLATIONS OR NO-SHOWS?

We need to know who's reserving time and not paying for it.
Our rehearsal studios are how The Hive stays alive!

STUDIO #   BAND/PERSON NAME   BOOKING ID   ○ Prepaid Booking   ○ No Adavnce Notice

STUDIO #   BAND/PERSON NAME   BOOKING ID   ○ Prepaid Booking   ○ No Adavnce Notice

ANYTHING ELSE?

DO WE NEED ANYTHING?

Are we running low on paper towels? Is something not working well?
Have musicians been requesting something that we don't have?

ANY INCIDENTS WE SHOULD KNOW ABOUT?

Let us know anything noteworthy that you think we should be alerted to.

BOISE Hive

OPENING SHIFT DUTIES

	TIME
RETURN KEY TO LOCKBOX	
TURN ON LIGHTS	
CHECK BOOKING CALENDAR	
CHECK VOLUNTEER EMAIL & READ NOTES LEFT FROM PREVIOUS VOLUNTEERS	
CHECK VOICEMAIL & MAKE CALLBACKS	
TRASHES & RECYCLING	
FILL WATER DISPENSER	
CLEAN FRONT COUNTER & FRONT DOOR	
TIDY UP COMMUNITY ROOM	
CLEAN UP OUTSIDE	
CLEAN UP COFFEE STATIONS & MAKE COFFEE	

CLOSING SHIFT DUTIES

	TIME
ALL MICS RETURNED	
ALL RENTAL EQUIPMENT PUT AWAY	
CHECK EACH STUDIO (TURN OFF PA'S, TOSS WATER CUPS, GENERAL TIDY UP)	
TURN OFF COFFEE MAKER BURNERS	
LOCK DOOR: COMMUNITY ROOM BAY DOOR	
LOCK DOOR: MENTAL HEALTH GROUP ROOM	
LOCK DOOR: MANAGER'S OFFICE EXTERIOR & INTERIOR	
LOCK DOOR: STUDIO THREE SIDE DOOR ACCESS	
LOCK DOOR: WORKSHOP & LOCKER HALLWAY	
TURN OFF ALL LIGHTS	
TRASH OUTSIDE THE FENCE BY THE ROAD (TUESDAYS ONLY)	

OUR DEMOGRAPHICS

This doesn't need to be specific, but be as accurate as possible.
This is a cumulative overview of your whole shift, not individual bands/musicians.

NUMBER OF MALES (APPROX)

AGE GROUPS

Check any age groups and the number of how many of that age group were there.

○ 0 - 20		
○ 21 - 40		
○ 40 +		

NUMBER OF FEMALES (APPROX)

PAYMENTS

Check any forms of payment you accepted and how many of that transaction type.

○ Cash		
○ Credit Card		
○ Online or Prepaid		