



## HOUSE MANAGER CHECK LIST

PLACE SANDWICH BOARD IN REAR VESTIBULE OUTSIDE ON REAR DOOR PORCH

FIND SIGNS BEHIND THE DOOR IN THE FRONT FOYER.

PLACE RED BOX OFFICE SIGNS IN LOBBY, ONE NEAR LADIES ROOM AND THE OTHER NEXT TO MENS ROOM DOOR

PLACE YELLOW "ENTRANCE" SIGN IN REAR DOOR WINDOW

PLACE YELLOW "THEATER" SIGN UNDER CLAPBOARDS NEXT TO FRONT DOOR

UNLOCK FRONT DOOR

TAKE "PERFORMANCE" SIGN OUT NEAR 6A, REPLACE THE 10:00 SERVICE SIGN WITH THE "PERFORMANCE" SIGN. PUT "SERVICE" SIGN ON NEARBY BENCH. PUT OUTDOOR "YARD SIGNS" NEAR THE ENTRANCE TO BOTH DOORS. IF SHOW IS SOLD OUT, PLEASE PUT "SOLD OUT" SIGNS OUT.

TAKE A ROLLING CART TO THEATER REAR CLOSET FOR WATER (IF MORE NEEDED IN FRIDGE), SNACKS, FLASHLIGHT AND CASH BOX TO SUPPLY CONCESSION STAND.

CLOSE SHUTTERS IF THEY ARE OPEN.

PUT SNACKS ON A PLATTER, (SEPARATE PEANUT FROM NON-PEANUT) AND OPEN CONCESSION STAND SLIDING DOOR. SEE THAT THERE ARE SUFFICIENT WATER BOXES IN THE REFRIGERATOR. PUT SIGN NEXT TO PLATTERS REGARDING PRICING OF ITEMS. USHERS SHOULD TAKE OUT TRAY OF WATER TO SELL BEFORE PERFORMANCE AND AT INTERMISSION.

WHEN USHERS ARRIVE, DIRECT ONE TO HAND OUT PROGRAMS, THE OTHER TO OPERATE THE CONCESSION STAND

OPEN THEATER DOORS TO PATRONS AFTER STAGE MANAGER CONFIRMS NO PREP ACTIVITY IS TAKING PLACE IN THE THEATER.

COORDINATE WITH STAGE MANAGER WHEN SHE CALLS "PLACES" 5 MINUTES BEFORE START. DIRECT USHERS TO CLOSE AND PUT WATER BACK IN FRIDGE.

TO START SHOW, TURN OUT LOBBY LIGHT, OPEN DOOR AND LOOK FOR HIGH SIGN FROM LIGHTING BOOTH. AT HER THUMBS UP, ADMIT WHO IS DOING THE CURTAIN SPEECH, AND BRING ALL HOUSE LIGHTS DOWN, LISTEN TO SPEECH AND THEN QUIETLY EXIT.

AFTER SHOW BEGINS, REPLACE "PERFORMANCE" SIGN WITH CHURCH SERVICES SIGN. BRING IN YARD SIGNS FROM OUTDOORS. REMOVE FRONT YELLOW THEATER SIGN, RED BOX OFFICE SIGNS AND REAR DOOR YELLOW ENTRANCE SIGN. STOW ALL SIGNS BEHIND FRONT FOYER DOOR.

AT INTERMISSION, TURN ON THEATER LIGHTS AND RAISE HOUSE LIGHTS. OPEN CONCESSION STAND.

DURING INTERMISSION, STOW BOX OFFICE COMPUTER/CASH BOX/ETC. IN LOCKED THEATER CLOSET.

AT END OF INTERMISSION, STAGE MANAGER WILL TELL YOU SHE HAS CALLED "PLACES" TO CAST. CHECK THAT BATHROOMS ARE EMPTY. IF A LOT OF AUDIENCE ARE CHATTING AND NOT IN THEIR SEATS, YOU MAY HAVE TO BLINK

THE HOUSE LIGHTS A FEW TIMES TO LET THEM KNOW TO TAKE THEIR SEATS. THEN CLOSE THEATER DOOR AND, AT THE HIGH SIGN FROM LIGHT BOOTH, TURN DOWN LOWER HOUSE LIGHTS AND TURN OFF MASTER LIGHT.

DURING BEGINNING OF SECOND ACT, USE KITCHEN WASTE BASKET TO EMPTY WASTEBASKETS IN LADIES AND MENS ROOMS AND BACK ENTRANCE. DO NOT REMOVE PLASTIC BAGS FROM WASTEBASKETS!

AT END OF PERFORMANCE, AFTER CURTAIN CALL AND STAGE IS EMPTY, TURN ON LIGHTS AND RAISE HOUSE LIGHTS, OPEN THEATER DOOR AND TURN ON LOBBY LIGHTS. BE SURE AN USHER IS PASSING OUT MARKETING CARDS, IF ANY.

PUT ALL WATER IN FRIDGE, USE ROLLING TRAY TO PUT SNACKS/FLASHLIGHT/CASH BOX INTO LOCKED CLOSET AT REAR OF THEATER.

OPEN SHUTTERS. BE SURE ALL DETRITUS IS PICKED UP FROM THEATER SEATS AND FLOORS. USE LARGE THEATER TRASH CAN TO EMPTY 3 DRESSING ROOM WASTEBASKETS (1 IN BATHROOM, 1 IN EACH DRESSING ROOM) . EMPTY KITCHEN WASTEBASKET INTO LARGE GREEN CAN. TAKE JUST THE FULL BAG OUT TO DUMPSTER. EMPT LOOSE GARBAGE INTO DUMPSTER, HOLDING ON BOTTOM OF BAG UNTIL IT IS EMPTY. BRING IT BACK TO THEATER AND REPLACE NOW EMPTY BAG IN GREEN WASTEBASKET.

TURN HEAT IN DRESSING ROOM DOWN TO 60 DEGREES.

TURN OUT THEATER LIGHTS.

CLOSE THEATER AND KITCHEN DOORS

LOCK FRONT DOOR

CLOSE PARLOR DOORS, TURN OFF ALL LOBBY LIGHTS

LOCK REAR DOOR.

PUT KEYS BACK IN THE CORNER DRAWER IN THE KITCHEN BY THE CONCESSION COUNTER.

LEAVE THE BUILDING, CHECKING TO MAKE SURE IT IS LOCKED FROM THE OUTSIDE.

**\*\* HOUSE MANAGER IS ALSO RESPONSIBLE FOR OVERSEEING THE USHERS \*\***

WHEN USHERS ARRIVE, INTRODUCE YOURSELF AND GIVE THEM THE USHER PINS TO WEAR THAT ARE IN THE CONCESSION CASH BOX.

IF ANYTHING NEEDS TO BE STUFFED INTO THE PROGRAMS, PLEASE ASK THEM TO STUFF WHEN THEY GET THERE.

DURING INTERMISSIONS USHERS SHOULD MINGLE IN LOBBY TO ANSWER ANY QUESTIONS ABOUT BATHROOM LOCATIONS, ETC..

AT END OF PERFORMANCE, USHERS SHOULD STAND AT SIDE OF DOOR AND THANK EVERYONE FOR COMING. IF THERE ARE MARKETING MATERIALS TO HAND OUT TO PEOPLE ASD THEY LEAVE, THEY SHOUD HAND THOSE OUT AS WELL.

USHERS SHOULD HELP HOUSE MANAGER BY PICKING UP ANY TRASH IN THE THEATER AND LEAVING IT CLEAN AND READY FOR THE NEXT PERFORMANCE.

IF THERE ARE ANY PROBLEMS THAT OCCUR DURING THE PERFORMANCE, USHERS SHOULD GO GET THE HOUSE MANAGER AND THEY WILL HANDLE THEM.