

## CHECK LIST FOR FRONT OF HOUSE

At least a week before first performance the Front of House Manager should get the Front of House Bin and:

- ensure that there are enough rolls of 50/50 tickets
- ensure that there are enough surveys printed for program inserts
- have the cast and/or crew pictures with names and/or roles printed out
- use sticky tack to adhere cast and/or crew photos to photo boards
- get the floats from Treasurer get the programs from the Producer and stuff them with surveys and any advertising as required

### Before Performance

- arrive 45 minutes before performance and place tablecloths on all of the tables
- provide floats to Ticket Manager and 50/50 sellers
- get programmes to individuals handing them out
- make sure there is a queue forming leading back to the Suites
- if there are any patrons requiring assistance allow them to enter the theatre ahead of the throng
- if there are patrons who require special seating (due to disability) place a reserved sign on an appropriate seat

### After the each performance

- check the box for recycled programs
- remove completed surveys from box
- ensure there are enough programs for next performance
- remove tablecloths
- put Front of House bin in Box Office

### After Final Performance

- remove all Front of House related items and return them to the Front of House Bin
- remove photos from photo boards and place them in the binder at the Hut (which is in alphabetical order)
- make sure the bin is neat and tidy for the next person and return bin to hut

