



HOUSE MANAGEMENT

WHAT THIS SHEET APPLIES TO

House Management staff working in the Box Office and front-of-house

RISKS INCLUDE

Injury to others, damage to equipment & facilities, panic & tragedy in public emergency situations.

GUIDELINES, RULES, & PROCEDURES

- All Box Office staff and unpaid assistants must complete training with the House Manager on theater protocol, evacuation procedures and first aid assistance.
- A House Manager and sufficient ushers must be designated in advance of each production. The House Manager must know the location of the nearest fire alarm pull station, telephone and emergency phone, and the whereabouts of all fire exits and fire extinguishers.
- A first aid kit is kept in the Box Office to assist with minor medical attentions of injured persons.
- A notice will be posted in the lobby prior to each performance, stating that no food, drink, flash photography or video recording is allowed in the theater.
- There shall be no standees allowed in the theater. Aisles and exit ways shall not be blocked at any time. No person(s) may be seated in aisles or exit ways.
- In case of fire, the ushers will assist patrons to the nearest exit of the building. The House Manager will call the Stage Manager and notify them the building is being evacuated and call x5911 to report the emergency.

FOR FURTHER UNDERSTANDING

Go to www.colby.edu/theater for textual and Internet resources.