

## HOUSE MANAGEMENT

### WHAT THIS SHEET APPLIES TO

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

### RISKS INCLUDE

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

### GUIDELINES, RULES, & PROCEDURES

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- 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.
- The House Manager must review safety protocols with the Box Office staff and ushers prior to each performance.
- Fire extinguishers, aisles, stairwells, and approved exit doors should be checked by the House Manager prior to each performance. A printed checklist should be used and kept on file in the Box Office.
- The House Manager must make sure all usher flashlights are working prior to each performance.
- A notice should 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 207-859-5911 or x5911 to report the emergency.
- A first aid kit is kept in the Box Office to assist with minor medical attentions of injured persons.
- Refer to the *Runnals Box Office Opening/closing Procedure* for additional pre-show safety measures.

### FOR FURTHER UNDERSTANDING

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Go to [www.colby.edu/theater](http://www.colby.edu/theater) for textual and Internet resources.