

## **DUTIES OF FRONT OF HOUSE MANAGER –**

### **“FIRST CONTACT WITH THE AUDIENCE”**

#### **BEFORE PRODUCTION**

1. Arrange for programme sellers and tea and coffee makers - all MUST be over 16.
2. In case of emergency, make sure you have the telephone number of an officer of the Community Centre, the list is in the alarm cupboard by the bar.
3. Liaise with Treasurer over float for programmes.
4. Check location of fire-fighting equipment and emergency lights.
5. Check seating arrangements with the Box Office.
6. Find out from the Stage Manager how many intervals there are and when refreshments are to be sold.
7. Buy choc ices.
11. Liaise with Stage Manager regarding safety procedures (i.e. fire drill).

#### **PRIOR TO THE PERFORMANCE EACH NIGHT**

1. On first night check seats agree with seating plan.
2. On the Wednesday dress rehearsal approx. 5.30pm the raised seating & chairs are put out. The chairs are then bolted together and numbered.
3. Check that all exit doors are clear and can be opened quickly and easily – none should be bolted or chained.
4. Check that all EXIT lights are on.
5. Confirm timing of warning bells and announcements with SM.
6. Brief programme sellers and provide them with their float.
7. Ensure bar staff know when the intervals are and when we want the bar to close (i.e. 11pm.)
8. Make sure the main double doors are unclipped and free to swing open, also make sure you are aware of all Health and Safety issues in case someone from Dacorum Council turns up.

#### **DURING THE PERFORMANCE**

1. Quietly collect and total programme money and give to Treasurer at the end of the final night.
2. Discipline movement in and out of the hall, and control noise in the foyer and kitchen. At least two members of the FOH team must be seated in the hall with a torch during the performance. One seated at the back of the auditorium and one at the front and they must be warned to anticipate any emergencies.
3. Ensure gangways are kept clear, especially the steps from the main entrance.
4. In the event of a medical emergency, dial 999 and request an ambulance.

#### **FIRE PRECAUTIONS**

1. Nominate one member of the FOH staff to give the alarm to SM in case of fire, and another to phone the Fire Brigade.
2. Make list of FOH staff for each performance, including bar staff and sound and lighting team.
3. In case of fire: i) Send message backstage.  
ii) Give alarm to all helpers and phone Fire Brigade.  
iii) Open exit doors. Ask audience to leave quickly and quietly.  
iv) Check toilets are empty.  
v) Ensure all FOH staff and others on your list are outside the building.

#### **AFTER THE PERFORMANCE**

1. Open all doors.
2. Check auditorium for rubbish.
3. Tidy kitchen and foyer. Check that cookers and gas rings are turned off.
4. After final performance clear seat and row numbers.