

HOUSE MANAGER

The House Manager is in charge of the " front of the house" where the production is taking place. The House Manager does a "walk through" of the area to verify that the area is clean and presentable before each show. The House Manager is in charge of the Front of House staff.

Physical set up of the area:

This set up should be in place at least 1 ½ hours before each performance. Have two chairs and a table ready for the tickets, programs and membership forms.

Front of House badges

All FOH volunteers must wear a badge which is kept inside the cash box. Please ensure that the volunteers return the badges at the end of each performance.

Cash boxes

There are two separate cash boxes. One for ticket sales and the other for refreshments. These boxes must be kept somewhere safe during the performances. Usually the Director/or designated person will collect them after each performance and will hand them over to the treasurer at the end of the show.

Refreshments:

The House Manager is responsible for purchasing the refreshments. Refreshments will be available during intermissions.

Tickets:

Display complimentary tickets and reserved tickets on the table so they can be identified. Display tickets for sale. Make sure there is an Eventbrite sheet for each performance.

Programs

Make sure there is an ample supply of programs. These are kept in a box on the floor behind the table. A supply for the patron's use should be on the counter.

Washrooms

Check before each show to be sure there is enough toilet paper, paper towels and that the garbage bins are empty in the washrooms.