Front of House Procedures

Production: **Date:**   **FOH leader:**

	Before Performance	
	If dark outside switch on yard lights (next to the first fire door)	
	Ensure house lights are on (usually done by S.M. or Lighting)	
	Unbolt fire exits in auditorium and bar. Open bar fire door for audience entry	
	Turn on fire exit signs in auditorium and foyer (the old bar)	
	Switch on computer and print Seating Plan Sheet for performance, clip to board	
	Check toilets, bins, toilet rolls etc	
	Check aisles are clear	
	Liaise with S.M. regarding time the Interval due to start	
	Immediately before Performance	
	Secure open foyer door and ensure 'use other door' sign is showing clearly	
	Switch on heater curtain in foyer if necessary	
	Welcome audience, check tickets, take money, and sell programmes	
	Liase with S.M. regarding curtain up time	
*** ***	Check all audience are in – might need to check bar. Important for safety if the alarm sounds we need to know EXACTLY how many audience are in.	
*	Turn off old ticket desk light (this will alert the lighting box - ready to start)	
	Close doors and turn off warm air curtain (if used)	
	Ensure seating plan sheet with no of FoH personnel added is available to be taken out in event of an evacuation of the theatre.	
	Interval	
	If warm enough, open one fire door to allow audience out.	
	Serve ice cream	
	Liaise with S.M. about timing of end of interval	
***	Give 5 minute warning in Red Lion bar *** very important!	
	Check audience back into seats, close doors, turn off any lights & curtain heater	
*	Silence needs to be maintained in foyer following interval	
	After Performance	
*	Turn on box office lights, open fire exit doors	
	Remain at doors as audience leaves	
	Turn off fire exit lights; bolt fire doors	
	Turn off outside lights	
	To finish off:	
	Check toilets, check toilet rolls, empty bins using correct bin please	
	Tip auditorium seats up	
***	Check aisles and between seats for litter and lost property and leave clean. The vacc should be in old entrance if needed.	
	Leave foyer and side lights on for S.M. or whoever is locking theatre	
	signed...FOH...	