

Pre Show Checks:

- ☐ Inspect required equipment.
 - Programs
 - Ticket Boxes
 - Name tags for House Manager and ushers
 - Flashlights and batteries
 - First Aid Kit and Visitor Accident Reports
 - Recycle bins (one for programs and one for cans and bottles)
- ☐ Check lobby for cleanliness (If problems, call Facilities Management at 963-3000).
- ☐ Check bathrooms for cleanliness (if problems, call Facilities Management at 963-3000).
- ☐ Turn on Lobby Lights.
 - For Tower
 - Chandelier (switch in tunnel)
 - Lobby globe lights (switch in tunnel)
 - Exterior globe lights (switch in entrance way, next to elevator)
 - Comedy/Tragedy neon light
 - Make sure Espresso neon light is turned off (if Backstage Coffee House is not open)
 - Restroom lights
 - Coffee Shop TV (put on ticket price picture)
 - For McConnell (all are breakers in the box office electrical panel)
 - Overhead lobby lights
 - Bronze lobby column lights
 - Overhead exterior lights
 - Restroom lights
- ☐ Unlock exterior lobby doors.
- ☐ Check with box office manager for any special seating requirements, handicapped seating, or reserved seating.
- ☐ Conduct usher orientation.
 - Issue name tags
 - Assign duties and review responsibilities
 - Review Theatre Arts Major and Faculty seating policy.
 - Review emergency procedures
 - Review late seating policy and procedures
 - Food and drink policy (permitted)
 - Tobacco use (prohibited IAW Chapter 70.160 RCW)
 - Recording devices (prohibited)
- ☐ Coordinate with USITT representative for concessions.
- ☐ Open house at 30 minutes, with consent of the Stage Manager.
- ☐ Turn house over to stage manager when all patrons are seated.

During the performance:

- ☐ Check on cleanliness of restrooms.
- ☐ Shut all doors to the auditorium.
- ☐ Count ticket stubs.
- ☐ Seat latecomers, as necessary.

At Intermission:

- ☐ Open auditorium doors.
- ☐ Monitor and direct patrons to services, as needed.
- ☐ Flash lights 12 minutes into intermission, signaling the beginning of the next act.
- ☐ Clear the restrooms of patrons.
- ☐ Turn house over to Stage Manager when lobby is cleared.
- ☐ Shut the doors to the auditorium.

After the show:

- ☐ Assist patrons exiting the theatre. Encourage patrons to move to the lobby to wait for cast and crew members.
- ☐ Recycle programs that can be reused.
- ☐ Inform the Stage Manager when the house is clear.
- ☐ Pick up programs from auditorium. (Facilities Management should come and clean the space before the next performance)
- ☐ Turn off lobby lights.
- ☐ Lock lobby doors.
- ☐ Ensure the box office is locked.
- ☐ Inform the stage manager of any note that need to be included in the performance report, including the house count for the performance.
- ☐ Ensure any Visitor Accident Reports are turned over to the Stage Manager.
- ☐ Thank the ushers for their assistance and collect their name tags and flashlights.
- ☐ Inform the stage manager prior to your departure.