**HOUSE MANAGER DUTIES CHECK LIST**

**45 Minutes Before the House Opens**

\_\_\_\_\_Check the house

\_\_\_\_\_Check the alcoves

\_\_\_\_\_Check the lobby

\_\_\_\_\_Make sure theatre doors are unlocked

\_\_\_\_\_Enough programs are at each door

\_\_\_\_\_Set up ticket stub holders (use ticket sleeves)

\_\_\_\_\_Check with BO Manager--people w/special needs.

\_\_\_\_\_Turn on lights in display cases.

\_\_\_\_\_Turn on lights in lobby.

            \_\_\_\_\_Light Booth Circuits:

            \_\_\_\_\_17-18-19:  Display Case Track Lights

            \_\_\_\_\_23:  Bullet lights at Box Office

            \_\_\_\_\_37:  Wall Picture Lights

            \_\_\_\_\_18-41-42:  Wall Track Lights

**15 Minutes Before the House Opens**

\_\_\_\_\_Train ushers

\_\_\_\_\_Learn correct doors:

\_\_\_\_\_No food, drinks, or tobacco use in theatre

\_\_\_\_\_All must have a ticket

\_\_\_\_\_No cameras or recording equipment (leave in box office)

\_\_\_\_\_Inform ushers of what real tickets look like

\_\_\_\_\_All ushers have a comp ticket, appropriately marked and torn

**When the House Opens/30 Minutes Before Curtain**

\_\_\_\_\_Check with Stage Manager to Open House

**At Curtain Time**

\_\_\_\_\_Lobby and restrooms clear of patrons?

\_\_\_\_\_Tell Stage Manager show is ready to start

\_\_\_\_\_Lower lights in both alcoves

\_\_\_\_\_Shut the doors QUIETLY

\_\_\_\_\_Ushers to sit in the back of the house

**After the Show Begins**

\_\_\_\_\_Count ticket stubs

\_\_\_\_\_Fill out house manager’s report

\_\_\_\_\_Seat latecomers in the back of the house

**At Intermission**

\_\_\_\_\_Turn up lights in both alcoves

\_\_\_\_\_Open doors QUIETLY

**At End of Intermission**

\_\_\_\_\_Lobby and restrooms clear of patrons?

\_\_\_\_\_Tell Stage Manager that show is ready to start

\_\_\_\_\_Lower lights in both alcoves

\_\_\_\_\_Shut the doors QUIETLY

**After the Show**

\_\_\_\_\_Turn up lights in both alcoves

\_\_\_\_\_Open doors QUIETLY

**After the Theatre Has Cleared**

\_\_\_\_\_Check the house for programs, stubs, trash

\_\_\_\_\_Move the ticket tubes to alcoves

\_\_\_\_\_Turn off lights in both alcoves

\_\_\_\_\_Turn off lobby lights in light booth and BO

\_\_\_\_\_Close and lock the Gilson Room

\_\_\_\_\_Close theatre doors and lock them

\_\_\_\_\_Turn off lights at both doors and secure them

\_\_\_\_\_Turn on security system

**Rules for ushers**

1. Arrive at the theatre 1 hour before performance (30 minutes before the house opens).  DO NOT BE LATE.
2. Dress appropriately.  (You do not have to be overly “dressy,” but no blue jeans or T-shirts.
3. If you are unable to usher, please find your own suitable replacement, or call the box office.
4. Ushers receive one complimentary seat for each performance they usher; they must stay for the entire show.
5. Please remember you are representing the university to the public.
6. Ushers are responsible for maintaining the house during performances; if there is an emergency (medical, weather, etc.) or if a patron has a need, ushers must be “on duty” and eager to help them.
7. Ushers should remain pleasant, helpful, and courteous.
8. Learn the correct doors for patrons:  Left Section, and Center Section seats 101-108 should enter house via the house left doors; Right section and Center Section seats 109-114 should enter the house via the house right doors.
9. No food or drinks are allowed in the theatre.
10. ALL who enter must have a ticket, including babies.  If patrons do not have a ticket for a baby, and bring it into the theatre, ushers should note where they are sitting; if the baby begins to cry, ushers need to quickly and quietly ask the patrons to take the baby to the lobby.
11. No cameras or recording equipment of any kind are allowed in the theatre.
12. Patrons may leave them in the box office for safe-keeping and pick them up after the performance.
13. Inform the ushers if there are audience members expected with special needs (wheelchairs, visually impaired, groups, etc.)
14. Be sure your ticket takers know what the tickets for that performance look like, and also that they MUST keep one half of the ticket in the sleeve, and return the other half to the patron.
15. Make sure all your ushers have comp tickets from the box office,  and that they are appropriately marked, and torn.

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# Student Name:

# What is a stage manager?

# What are a stage manager's responsibilities?

# What traits, talents, and/or skills does a stage manager need?

# 

# Student Name

# What is a house manager?

# What are a house manager's responsibilities?

# What traits, talents, and/or skills does a house manager need?

# Student Name:

# What is a producer?

# What are a producer’s responsibilities?

# What traits, talents, and/or skills does a producer need?