FRONT OF HOUSE MANAGER CHECKLIST
(Revision of April 2017)

Pre-Show
- Turn on lobby lights (lobby, bathroom, bar, bar fridges) and bathroom fan on low
- Check in with Stage Manager (SM)
- Turn office, bar computers on
- Check that parking sign is out
- Check bathrooms
- Check theatre seats are tidy (no old programs/garbage)
- Bring out cash drawers and count floats
  - Print tickets from ‘Will Call’ list – Check bar drawer for any ‘comp’ tickets for show
- Put programs, chips/candy on bar
- Tidy lobby
- Rope across ramp, at bottom of ramp
- Unlock door to outside (50 min. before show time)
- Check with SM before opening the House (= theatre) 30min. before show time
- Turn on program sound 30 min. to show time
- Bar staff collect ticket stubs - REMIND STAFF TO CHECK THE DATE ON THE TICKET!!!
- Check parking lot and bathrooms before giving SM the House
- Check where empty seats are

During Show
- Check bathrooms and restock
- Check bar fridges/restock if necessary
- Empty garbage containers throughout lobby and bathrooms

After the Show
- Count cash tills, do profit envelopes for each and return to cupboard
- Lock bar fridges and put away snacks (especially if end of the week)
- Turn off all lights (lobby, kitchen, bathrooms, office, bar, fridge)
- Bring in parking sign if necessary
- Tidy seats in theatre
  - Lock front door; return key to Office (hook on wall by computer).
- Check with SM regarding closing of theatre. YOU ARE BOTH REPSONSIBLE FOR LOCKING THE THEATRE building. YOU ARE BOTH RESPONSIBLE FOR LOCKING THE THEATRE!