

## House Manager Manual

Please read the Amelia Center Theatre (ACT) College Use and House Managing form first.

House managers are responsible for the safety and comfort of the audience in the Amelia Center Theater, HOWEVER we maintain a strict no food or drinks policy within any part of the theater or lobby. House managers must remain active in the art gallery during the **entire event/performance**.

Make sure that whoever is in charge of the event has followed the proper procedure and has filled out the Amelia Center Questionnaire (found on the GCCC intranet under GCC Forms, Visual and Performing Arts) and sent it to Tori Howsden.

The only person who can open the doors to officially let audience in for an event is the Technical Supervisor. Please do not let audience in until she has cleared it.

It is your responsibility to keep all food and drink out of the theatre, dressing rooms and backstage. There are water fountains in the dressing rooms and in the hallway outside of the gallery area.

Arrive at least one half hour prior to the start of your event to check with the Technical Supervisor. House managers should be prepared to stay until the audience has cleared the building. If the event is at night, it is advisable to know who is on duty as the night administrator on campus and who is in charge of air conditioning/heating. This information is sent out via e-mail every Friday from Facilities Mgt.

House managers are responsible for responding appropriately to all audience-related emergencies, accidents, illnesses, disputes, or equipment failures.

House managers should ensure the safety and security of the front of house displays, including the gallery and any artwork which may be therein displayed. If an art show is hanging in the gallery, please oversee that guests do not touch the art work.

If an Accident/Incident Report is required, please see the Technical Supervisor.

Make sure to monitor the use of handicapped seating. Handicapped spaces at rear of theatre are reserved for wheelchairs. No video camera setup is allowed in those areas. Know where the special seating for handicapped in regular rows is located.

Adaptive listening headsets are available from the Technical Supervisor in the Tech Booth for those who need them.

The House manager is responsible for the supervision of any additional ushers/volunteers the event requires, which your department should provide. Ushers should assist with seating the audience, keeping food and drink out of the theater and lobby, and ensuring the well-being of the

audience. Make sure they know which seats are designated handicapped. Ushers must remain available throughout the event.

Ensure the return of the front-of-house to its original condition after each use. House Managers must remain in ACT until the Technical Supervisor has cleared and locked up the theater.

First Aid kits are located in the Tech Booth AC112A, Backstage Left and the Green Room AC151.

The Automated External Defibrillator (AED) is located on the men's bathroom side of the hallway.

There are fire extinguishers located in the hallways outside of the theater to both the left and right. There is also one in the Tech Booth AC112A.

Make sure any attempts, should any hazard arise, are not life threatening. No heroics.

Phone Numbers:

FSU PC Officer on Duty: (850) 774-2705

Panama City Police Department: (850) 872-3100

Bay County Sherriff's Office: (850) 747-4700

Emergency Services: 911

From a campus phone: 3111

There are phones located backstage, in the tech booth and in the green room for emergency purposes only. These phones can dial only to the emergency number on campus (3111).

Technical Supervisor Tori Howsden – extension 4865

Senior Administrative Assistant - extension 3886

Division Chair Rosie O'Bourke – extension 3887