1. Read and memorize the Southern Theatre handbook, *House Managerial Duties for Southern Theatre*.

2. Run House duties as prescribed by the handbook for all Southern Theatre productions except:
   a. When acting in a show.
   b. Illness (24-hour notice, please).
   c. When a student seeking APO credits asks to house manage.

3. Instruct/train another student to run house duties if requested to do so by supervisor.

4. Will check with Faculty Supervisor (FS) one day before opening of production for any last minute instructions.

5. Will formally check with FS at least once each week of semester.

6. Check with the FS two weeks before each production opening to get posters for distribution.

7. Get all materials to be posted on campus officially stamped at the Student Activities Office in the Student Center.

8. Please all materials (advertising posters and flyers) for all Southern Theatre productions in the appropriate buildings on campus. Materials are to be in place one to two weeks before each production.

9. At the request of the supervisor, place posters, flyers in designated places in the local community.

10. Aid and assist supervisor in the day-to-day work of Southern Theatre promotion as time and class work permit.

11. Lobby display will be set up the week before preview show opens. FS may assist in setting up display. Discuss this with Supervisor two weeks before the opening performance.

12. Will get the seating chart from FS the week before production. Ask Terri to print out the numbers to place on the seats. By the Friday before the production opens, place the chairs in order and tape the numbers to the back of each chair. Terri has all the supplies.

13. Will pick up usher list on the bulletin board in the theatre hallway. Usher tickets and play programs will be picked up from FS Office on performance dates. HM is not responsible for getting ushers for show, however, a few fill-ins may be needed on certain nights and HM is expected to fill those slots. Be sure to check the sign up sheets on a daily basis so there are no surprises.

14. Will arrive at theatre 1 ½ hours before curtain time. Contact with the Stage Manager/staff will be made to assure house lights are on and/or operating correctly.
15. Will meet ushers in lobby by the box office 30 minutes before house opening. Once all ushers have arrived, take them to Walton or Taylor.

16. All assignments for the ushers will be made by the HM.
   a. There will be 6 ushers per performance
   b. Make sure they have dressed appropriately.
   c. HM and ushers check the theatre for trash and programs on the floor. Straighten the chairs and check the numbering order. Make sure the theatre is presentable for the audience.
   d. Assign duties – 1 - take tickets – must tear tickets in half (or at perforation) and place in basket.
   c. 1 – hand out programs
   4 – stand at end of aisle to help patrons up stairs
   e. Ask one usher to remind patrons to turn off all electronic devices and that no food or drinks are allowed in the theatre.
   f. HS will get ticket stubs and allow the ushers to take their seats at curtain time.
   g. At intermission, ushers should stand at the aisles and the doorway to check for food and drinks and electronic devices.
   h. The ushers are free to go after curtain call. HM needs to be in the theatre until all patrons are gone.

17. Since ushers are generally students earning extra points or lab time, HM must carefully check each name for accuracy, indicating who was there and who did not show. Personnel sheet will be placed under the FS’s office door each night. Unused programs will be returned to Box Office each night.

18. At 30 minutes prior to curtain, HM will check with PSM for permission to open the house. Audience will be allowed in. At five minutes until curtain, HM will check with the box office in case of holds for long lines/reservations and report box office holds to the PSM. HM will check with PSM for any “holds” in curtain due to audience/technical problems. HM and PSM will determine and execute any further actions in terms of “holds.” HM will close doors for the show to begin on the OK of the PSM.

19. Will remain free of specific duties in order to supervise all activities and to trouble-shoot in the house. Join in at once where there seems to be a bottleneck, be alert to problems such as too few programs, food or drinks brought into house, confused ushers, babies, or cameras/recording equipment.

20. HM or an assigned usher will remain near door to help latecomers be seated for Taylor Auditorium only. For productions in Taylor Auditorium, always seat latecomers at back and do not allow them to take regular seats until an intermission break. (If there are no intermissions, then latecomers must remain in the back.)

**No latecomers will be seated after a performance begins in The Bud Walton Theatre. Latecomers may be seated during an intermission for a later “act” or they may opt to attend another evening.**
21. HM will count all ticket stubs each night to determine the House Count and write on the usher sign-up sheet. This will be slipped under the FS door every performance.

22. If there are intermissions, HM will open doors and assist audience to depart to lobby area. Ushers will remain in the theatre. NO SMOKING IS ALLOWED in any part of our theatre. Smokers must go outside the building.

23. Keep track of time for intermission. Find a way to signal audience to return to seats, i.e., blinking lobby lights, ringing bell, or just saying aloud the second/third act is starting – go around to each group of patrons – do not shout. Recruit an usher or two to help you. Be sure to get the ones who went outside to smoke. Also check the restrooms. Contact PSM and inform him/her that audience has returned. [This procedure repeated for each act.]

24. Must aid and assist the ill or confused audience member. Help them to lobby or office. Make any local phone call they wish. Find the custodian to clean up any mess in house.

25. Will be the last to leave house. Check area for litter. May report same to custodian. Maybe save reusable programs. Close and lock lobby doors. Check any lobby display to see that it survived the evening unharmed. Make notes to repair if needed and turn out lobby lights. Also, count out the ticket stubs and post the total on the call board for each night. COME BACK AND DO IT AGAIN NEXT DAY.

26. Unless this was strike night! Then take down lobby display. Know ahead of time where everything goes.

27. Help strike sets or costumes, or props if asked - go to production party and have a really good time!

28. Directly responsible to Faculty Supervisor.