

# The Strollers

Community Theatre Since 1932

## House Chairperson 2014 - 2015

### GUIDELINES

1. All bills go to the Producer. Use tax exempt form for all purchases. Consult with Producer for budget and before buying any single item which costs more than \$100.
2. Line up ushers for each performance to hand out programs and sell refreshments.
3. Buy refreshments to sell at intermission. Have supplies and cash available. Decorate and stock refreshment tables.
4. Attend tech rehearsal and learn to coordinate house lights on and off at beginning and end of each act. During performances, maintain audio contact with stage manager and lights.
5. During the show's run, you have final responsibility for the time the curtain goes up. Consult with Stage Manager to be sure backstage is ready. You are responsible for everything in front of curtain. Stage Manager is responsible for everything behind curtain.
6. Be on alert to handle any emergency in house during performances, such as accidents or illness. If lights go out, check circuit breakers in lobby. Keep a working flashlight and batteries on hand.
7. Coordinate with Producer to organize lobby display of headshots. Take responsibility for cleaning lobby, theatre, community room, and restrooms. Be sure all trash is regularly removed and supplies are replenished.
8. Have all used programs removed from seats between performances.
9. Make sure:
  - a. No cameras or picture taking allowed in theatre
  - b. No flowers to be presented on stage. An usher may deliver flowers backstage.
  - c. All Strollers working on House should dress neatly.
10. Coordinate with Stage Manager for final lock-up of building.

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11. Each night consult with box office as to opening of balcony. If it is to be used, open along with the house, generally one half hour before curtain.