**Front-of-House Pre-Show Checklist**

The following procedures need to be carried out before every performance and well before any members of the public arrive to purchase tickets.

When completed the member of FoH who was responsible for carrying out the procedures must sign the form to declare they have been, to the best of their knowledge, carried out correctly.

Failure to carry out these procedures correctly can incur serious risk to audience and performers and therefore FoH members must only proceed with the show if they are sure it is safe.

FoH members must:

* Ensure all fire exits are accessible from both sides, able to be opened and appropriately marked.
* Ensure the fire alarm is activated at all times and only deactivated if it has been approved by the Theatre Manager and the SU Health and Safety Officer.
* Tidy and hover both the foyer and auditorium before every show.
* Be prepared to sell tickets and refreshments at 7pm (2pm on matinees).
* Save the ticketing spreadsheet as soon as selling tickets has finished.
* Ensure that all ticket and refreshment money is locked in the till or the safe in the office while the audience and members of Front of House are inside the auditorium.
* Lock away all refreshments in the fridge/office.
* Ensure that the foyer doors are locked while the performance is in progress.
* Make sure that torches are taken into the auditorium by members of Front of House.

Name of Show:

Dates of Run:

Wednesday (Please tick to confirm all tasks have been carried out.)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saturday Matinee

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saturday Evening

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_