

Front of House Checklist

Production:

Date:

FOH leader:

Designated First Aider:

Before Performance		
	If dark outside switch on yard lights (next to the first fire door)	
	Ensure house lights are on (usually done by S.M. or Lighting)	
	Unlock bar fire door for audience entry, open all fire doors to ventilate auditorium	
	Turn on fire exit signs in auditorium and foyer (the old bar)	
	Switch on computer and print 'Seating Plan Sheet' for performance, clip to board	
	Check toilets, bins, toilet rolls, soap, hand sanitiser, supply of facemasks, etc.	
	Check aisles & escape routes are clear	
	Liaise with SM regarding time the Interval due to start	
Immediately before Performance		
	Close the fire doors - ensure they remain unbolted	
	Secure open foyer door; switch on heater curtain in foyer if necessary	
	Welcome audience, check tickets, sell programmes, issue ice cream tokens	
	Liaise with S.M. regarding curtain up time	
***	Check all audience are in. Important for safety: if the alarm sounds we need to know EXACTLY how many people are in the audience.	
*	Turn off old ticket desk light (this will alert the lighting box the audience is ready to start)	
	Close entrance doors and turn off warm air curtain (if used)	
	Ensure seating plan sheet, with number of FoH personnel added, is available to be taken out in event of an evacuation of the theatre.	
Interval		
	Open fire doors to ventilate auditorium	
	Serve ice cream from old lobby through door to queue outside in yard	
	Liaise with S.M. about timing of end of interval	
***	Give 5 minute warning in Red Lion bar *** very important!	
	Check audience back into seats, close doors, turn off any lights & curtain heater	
*	Silence needs to be maintained in foyer following interval	
After Performance		
*	Turn on box office lights, open fire exit doors as house lights go up	
	Remain at doors as audience leaves to say 'good night'/'good bye'	
	Ensure all members of public have left (including foyer and toilets)	
	Turn off fire exit lights; bolt fire doors	
	Matinees only – spray disinfectant and wipe all touch points	
To finish off:		
	Check toilets, toilet rolls, empty bins (all rubbish in wheelie bins MUST be bagged)	
	Tip auditorium seats up	
***	Check aisles and between seats for litter and lost property and leave clean. The vacuum cleaner should be in old entrance if needed.	
	Leave foyer and side lights on for S.M. or whoever is locking theatre	
	signed.....FOH.....	