



REDGRAVE THEATRE

Notes for the Front of House Manager

It would be advisable to acquaint yourself with the Theatre's premises prior to the first performance.

45 minutes before each performance

- The 3 'no parking' cones will have been put out by Theatre staff. However, if anyone parks within the restricted zone then you must inform the Technical Manager.
- Licensing regulations state that there must be no fewer than four ushers in the auditorium prior to and during every performance. Breach of this regulation can result in the loss of the Theatre's licence. All ushers must have been briefed on their duties; what to do in the event of an emergency, prohibition of smoking and photography in the auditorium, no glasses in the auditorium, etc.
- Check with the Stage Manager if they are ready for the house to open, make arrangements with the Stage Manager for late comers and ensure that the ushers are in position.
- Open the auditorium doors and remove the rope barrier at the foot of the stairs.

During the performance

- You are required to remain in the Theatre while members of the public have access to the premises. You must be readily available in the event of an emergency.
- During the interval you must supervise and assist members of the public, and ensure that glasses and bottles from the bar are not taken into the auditorium; member of the public are allowed drinks in the auditorium but only in plastic glasses/bottles.
- Noise from the Foyer can be heard in the auditorium, so please try to keep noise to a minimum.

After the performance

- If you find any articles of lost property you must not throw them away. They must be given to the Duty technician.