

## AFT House Management Checklist

### **Before the show:**

- Arrive 15 minutes prior to house opening
- Check in with the SM (or whoever is running the performance) upon arriving- give them your phone number in case they need to reach you. Ask when they would like to open the house (and check with them before doing so in case there needs to be a delay)
- Set out any signage needed for the production
- Open the house- prop open the entrance door and sit at the table across from the entrance. Point people towards the theater as needed and distribute programs if provided.
- You do not need to check Boarding Passes
- Keep track of the number of audience
- Begin to fill out the [AFT Front of House Form](#)

### **Top of show:**

- For the most part, shows should start no later than 5 minutes after the published start time
- Check in with the SM that they're ready to begin the show- they ultimately control when the show starts
- Close the doors at the top of the show once SM has given you the go-ahead. House lights are controlled from the booth- you don't need to worry about them.

### **During the show:**

- You're welcome to watch the show from the back of the house or stay in the hallway outside the theatre entrance
- Please be aware that the theatre doors lock- you don't want any audience members coming back from the bathroom or performers who enter from the back of the house to get locked out! Prop the door open with a notebook or something similar
- Let in late comers and watch to make sure they get to their seat safely.

### **Following the show:**

- Open exit doors at curtain call
- Check seating area for debris
- Check in with SM (or whoever is running the show) about how the show went and let them know you're leaving (gently remind them to lock all doors on their way out)
- Finish Front-of-House form and submit

If you have questions or an unsafe situation arises,  
feel free to text/call Julia at 757-478-4020