

Code of Practice – FOH

- 30 minutes before each performance a FOH Pre-Show check sheet must be completed by the house manager and problems resolved before the show opens
- Each performance, where the capacity is over 30, must be at least 2 Ushers and 1 House manager
- Where the capacity is less than 30, then 1 Usher and 1 House Manager will suffice.
- Where there are disabled patrons, each patron must be assigned somebody to help them evacuate the building

The FOH Briefing should cover the following points

- Seating Capacity
- Time of show
- Length of Show
- Is there an interval
- Assign Ushers to fire Exits
- Should go through evacuation procedure and Assembly point

On seeing the flashing beacons and hearing the alarm the FOH manager will head to the auditorium and make an announcement.

The Operator will ensure that sound is stopped

The FOH manager will announce

“Ladies and gentleman, this is a show stop. Please can I ask you to leave the auditorium in a safe and controlled manner. Our ushers will now guide you to the exits. “

Where there are 2 Ushers, an usher will be assigned to each exit