

THE MARLOW PLAYERS



Front of House Checklist

Preparation

- Set up 'mug shot board' - pictures of cast and crew around posters of the show. Photos from Bob at bobsimpsonmaidenhead@btinternet.com
- FOH Rota - Manager, Box office (tickets), three programme sellers/ assist (each person doing two nights - one night to see the show, the other just for an hour before the show)
- FOH box - contains red table cloth, two door wedges, badges, hand bell, 'reserved' for Mayor, Age Concern, 'Tickets' sign for table, money purses, two cash boxes (red, green), blue tac
- Signage in place - 'To Theatre' wall signs, two large A2 size 'Marlow Players' placed strategically on landings to assist with directions for new visitors and branding
- Box office person to 'feed in' and 'collect up' tickets and sale sheets each day from Marlow Information Centre. Note closing times are 5.00pm and 12.00pm Saturday
- Box office person provides floats for Tickets and Programme sellers.

Performances

- Set up table with cloth and tickets. Recommend do that for 7.00pm start.
- Re-check FOH seating in place, seat numbers in place - escalate to duty manager if needed
- Allocate programme sellers to be proactive with everyone coming into the theatre, help with finding seats, disabled assistance, sell programmes. One person on the door at all times, one person in the bar area from 7.30 to curtain up (a good time to sell programmes once folks are settled in the bar)
- Box office person combines ticket sales sources, organises ticket pickup table. Collects funds.

Announcement

- Welcome to the Shelley Theatre and the Marlow Players performance of------. We appreciate your support and I'm sure you will enjoy the show
- Please note that bar / tea and coffee will be available downstairs at the interval. The interval will be 20 minutes
- In the event of an emergency we have two exits. Whilst we make final preparations for the performance, please ensure your mobile phone is on silent. Thanks and enjoy the performance!

~ Court Garden Leisure Complex ~
EMERGENCY ACTION PLAN
FIRE ALARM/EVACUATION PROCEDURE
THEATRE USERS

The fire alarms at Court Garden Leisure Complex are recognised by a series of continuous alarm bells.

The sound of the fire alarm bells is not a signal to evacuate the building

If you discover a fire activate the nearest breakglass and inform a member of staff.
The following procedure should be adhered to if the fire alarms are activated:

1. ON HEARING THE FIRE ALARMS

- a) Stop the function/performance immediately.
- b) Turn off any music and wait for instructions over the tannoy system
- c) The alarms will be temporarily silenced while the Centre Manager investigates the problem.

2. FALSE ALARM

- a) A message over the tannoy system will announce "False Alarm – no action to be taken".
- b) Continue with the function/performance

3. EVACUATION

- a) A message over the tannoy system "Please evacuate the building using the nearest fire exit" will be the signal to start evacuating.
- b) The function/performance organiser will be in charge and it is their responsibility to collect any sheets containing the number of delegates/ people in the audience.
- c) Members of staff will be making their way to the theatre.
- d) DO NOT ALLOW ANYONE TO USE THE LIFT
- e) Disabled customers will need to be carried down the stairs.
- f) If a performance, evacuate a row at a time.
- g) The following emergency routes should be taken, if accessible:
 - From the theatre floor there are 2 emergency exits at the front and back of the theatre:
 - i) Out of the back doors of the theatre follow the stairs to the bottom and out of the fire exits doors which open onto the Higginson Park. Turn right along the path and at the end of the building turn right again and head towards the Red Brick Barrier Car Park where a member of staff will direct you to the assembly point.
 - ii) Out of the front doors of the theatre follow the stairs all the way to the bottom (2 floors) and exit out of the fire exit doors on your right. Follow the path and out the second set of fire exit doors head towards the Red Brick Barrier Car Park where a member of staff will direct you to the assembly point.
 - From the theatre stage there are 3 exits, either the theatre floor front and back exits or the back stage fire exit. Through the back stage fire exit follow the stairs all the way to the bottom. At the bottom follow the corridor opposite the female artistes changing room and exit out of the fire exit. This fire exit opens on to the Higginson Park. Follow the same directions from the Higginson park to the assembly point as written above.
 - From the artistes changing rooms there are 2 emergency routes:
 - i) Out of the back of the artistes changing rooms, turn right through the door and then the fire exit is directly in front of you. Head towards the Red Brick Barrier Car Park.
 - ii) Follow the corridor opposite the female artistes changing room front door, out the fire exit at the end. Follow the same directions from the Higginson park to the assembly point as written above.
- h) Once at the assembly point a head count by the organiser should be carried out. Inform the Centre Manager of any missing persons

Always exit out the nearest available fire exit

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Seating plan for the Shelley Theatre, Court Gardens, Marlow

-----STAGE-----

**Door main entrance
heads.**

Please STAGGER rows so audience can see between

Unnumbered rows shown as "U".

1 BIG
table,
2 chairs
for tickets

A			3	4	5	6	7	8	9	10
B		2	3	4	5	6	7	8	9	10
C	1	2	3	4	5	6	7	8	9	10
D	1	2	3	4	5	6	7	8	9	10
E	1	2	3	4	5	6	7	8	9	10
F	1	2	3	4	5	6	7	8	9	10
G	1	2	3	4	5	6	7	8	9	10
	U	U	U	U	U	U	U	U	U	U
	U	U	U	U	U	U	U	U	U	U

A	11	12	13	14	15	16	17	18	A		
B	11	12	13	14	15	16	17	18	19	B	
C	11	12	13	14	15	16	17	18	19	20	C
D	11	12	13	14	15	16	17	18	19	20	D
E	11	12	13	14	15	16	17	18	19	20	E
F	11	12	13	14	15	16	17	18	19	20	F
G	11	12	13	14	15	16	17	18	19	20	G
	U	U	U	U	U	U	U	U	U	U	
	U	U	U	U	U	U	U	U	U	U	