



KELVIN PLAYERS

Steward Checklist

- Please wear appropriate smart clothing and a Front of House badge (available from the bar)
- Arrive at least 45 minutes before the start of the show and check in with Theatre Manager (TM). A seat will be reserved for you in the auditorium but please be prepared to move if the performance is sold out
- Familiarise yourself with the Evacuation Procedure
- Check hi-viz waistcoats and "Reserved" signs are on designated seats.
- Collect programmes and float from the Theatre Manager
- Check the arrangements if you are selling interval refreshments
- Please start selling programmes in the bar and foyer area area. The TM will ask you to move into auditorium just before the audience are allowed in and continue selling programmes there. The First Aider will take over from you in the hallway
- As the audience reaches capacity, indicate available seats to last arrivals. Take your seat when house lights go down and the Theatre Manager has given the all-clear
- If it is necessary to evacuate the building, put on your hi-viz waistcoat, alert the Stage Manager and assist in the evacuation following fire exit signs, then out of building and up Wesley Road to assembly point at top of Wesley Road.
- At end of performance, assist Theatre Manager in clearing the auditorium of glasses, litter etc

UPDATED MARCH 2015

UPDATED AUGUST 2018

Updated November 2019