

Mira Costa HS Auditorium
House Manager Report

Event Information

Name of Renter: _____	Event Date: _____
Name of Event: _____	
House Manager: _____	Permit # _____

Preshow

<input type="checkbox"/>	Arrive on Time and dressed	
<input type="checkbox"/>	Turn on Lobby, Passageway, and bathroom Lights	Event Time _____
<input type="checkbox"/>	Check Trashcans and make sure they are empty with new liners	Est LOP _____
<input type="checkbox"/>	Fill in Preshow info on House Manager Report	Est Act 1: _____
<input type="checkbox"/>	Check Bathrooms and make sure they are clean and stocked	Est Act 2: _____
<input type="checkbox"/>	Check Courtyard and clean any trash	Est House: _____
<input type="checkbox"/>	Check in all ushers and assign job duties (HM Resp for usher Perf.)	
<input type="checkbox"/>	Make sure door greeters are in place	Pre show Temp _____
<input type="checkbox"/>	Check out flashlights to Ushers that need them	# of Ushers _____
<input type="checkbox"/>	Display any SFX warning signs	
<input type="checkbox"/>	Maintain Lobby TVs (Volume, Picture, Etc)	
<input type="checkbox"/>	Flash Lobby Lights upon Stage Managers approval	

During Act 1:

<input type="checkbox"/>	Make sure all doors are closed for preshow speech
<input type="checkbox"/>	Ushers posted at all watched doors
<input type="checkbox"/>	Check bathrooms again
<input type="checkbox"/>	Manage ushers

Intermission

<input type="checkbox"/>	Have doors open with house lights
<input type="checkbox"/>	Have 2 ushers man the Stage Doors
<input type="checkbox"/>	Flash Lights in 10 Minutes
<input type="checkbox"/>	Pull Stage Door Ushers
<input type="checkbox"/>	Close Lobby Doors and give the SM back the show

Mira Costa HS Auditorium
House Manager Report

During Act 2:

<input type="checkbox"/>	Ushers posted at all watched doors	
<input type="checkbox"/>	Check Bathrooms	Actual Act 1: _____
<input type="checkbox"/>	Manage Ushers	

Post Show:

<input type="checkbox"/>	Have doors open with house lights	
<input type="checkbox"/>	Have ushers at each exit thanking patrons	Actual Act 2: _____
<input type="checkbox"/>	All other ushers rollercoastering	Actual LOP: _____
<input type="checkbox"/>	Check in all flashlights	Actual House: _____
<input type="checkbox"/>	Release ushers after house is clean and you have checked with Supervisor	

Flashlight Checkout

1 _____	6 _____
2 _____	7 _____
3 _____	8 _____
4 _____	9 _____
5 _____	10 _____

Notes:

House Manager: _____

Supervisor: _____