

House Management Questionnaire  
**FOR PRODUCERS**

PLEASE GO THROUGH THIS QUESTIONNAIRE AND PROVIDE IT TO YOUR HOUSE MANAGER WHEN THEY ARRIVE 1 HOUR PRIOR TO EACH PERFORMANCE ALONG WITH YOUR RESERVATION LIST.

- WHAT IS THE NAME OF YOUR PRODUCTION? \_\_\_\_\_
  
- WHO SHOULD THE HOUSE MANAGER CONSIDER THEIR PRIMARY CONTACT AND THEIR ROLE? (E.G., "HANDSOME DAN THE STAGE MANAGER") THIS WILL BE THE PERSON YOU WOULD LIKE THE HOUSE MANAGER TO COORDINATE WITH DURING PRE-SHOW, INTERMISSION, AND POST-SHOW.  
\_\_\_\_\_
  
- HOW MANY SEATS WOULD YOU LIKE TO RESERVE FOR VIP GUESTS? \_\_\_\_\_ (THESE SEATS WILL NOT BE GIVEN AWAY UNTIL YOU INSTRUCT OTHERWISE.)
  
- WOULD YOU LIKE LATE SEATING TO BE PERMITTED? \_\_\_\_\_. IF SO, PLEASE PROVIDE ADDITIONAL INSTRUCTION AS TO WHEN THIS WOULD BE BEST (E.G. DURING A SCENE BREAK, AFTER THE FIRST DANCE PIECE, ETC.)
  
- THE HOUSE MANAGER IS REQUIRED TO GIVE THE FIRE SPEECH. ARE THERE ANY SPECIAL ANNOUNCEMENTS THAT YOU WOULD LIKE HER/HIM TO INCLUDE?
  
- WHAT ARE THE NAMES OF YOUR USHERS?

PLEASE HAVE THEM AVAILABLE FOR TRAINING 1 HOUR PRIOR TO CURTAIN.

- IS THERE ANY STROBE LIGHT IN YOUR PERFORMANCE? \_\_\_\_\_
  
- ARE THERE ANY WEAPONS/STAGE COMBAT IN YOUR PERFORMANCE? \_\_\_\_\_
  
- ARE THERE ANY SIMULATED GUNSHOTS IN YOUR PERFORMANCE? \_\_\_\_\_
  
- IS FOG OR HAZE USED IN YOUR PERFORMANCE? \_\_\_\_\_
  
- PLEASE INCLUDE ANY ADDITIONAL INSTRUCTIONS IN THE SPACE BELOW.