



The Spotlight Theatrical Company
185 -187 Ashmore Road, Benowa. Qld. 4217.

Information for Volunteers - 2019

Front of House

Spotlight Theatre welcomes you to the company and we trust you will enjoy your participation.

We ask that you read the following information carefully and adhere to the contents:

- **You are required to become a member** of The Spotlight Theatrical Company. **There are benefits of membership** including: Discounts on tickets and costume hire, the monthly “SPOTIGHTER” newsletter which gives you up-to-date information on what is happening at the theatre, auditions, social occasions, choir, youth theatre etc.
- **All members and non-members are covered by insurance.** If you are a volunteer non-member you must sign the book kept behind the bar in the Main theatre (Halpin Auditorium).
- Spotlight Theatre has in place a **Risk Management Plan** and we ask for your cooperation if one of our authorised officers request that you undertake safety procedures.
- You must **be at the theatre at least one hour before each performance** (Scheduled starting time). Bar Staff are required at least 90 minutes before each performance to ensure that the Bar is open set and open for business one hour before each performance.
- **During the run of the show, please do not park in the Spotlight Theatre Grounds or on the street immediately out the front of the theatre.** Undercover car parking is available at the property next door to ours (Halpin Auditorium side – Benowa Mansions) or at the Benowa Gardens Shopping Centre in the UNDER COVER CAR PARK ONLY. Cars may be towed away if parked in other areas.
- Cast and crew are permitted to purchase any drink from the bar at a discounted rate of \$1 per alcoholic drink and 50Cents per soft drink or bottled water. Your membership card **MUST** be produced to obtain the discount. You may not purchase discounted drinks for any other person other than those directly involved with the show.
- **NO DRUGS OR ALCOHOL** are to be consumed on the premises or outside the theatre before or during a performance. As we are a fully licenced venue, no alcohol is allowed to be brought to the theatre for any reason.
- Bad behaviour and bad language will not be tolerated.
- Do not touch technical equipment or enter technical areas.
- **DO NOT BRING VALUABLES** to the theatre as The Spotlight Theatrical Company will not be held liable for any personal property losses or damages.
- Tickets must be paid for when they are booked. Concession prices are available for group bookings. Please do not bring money to book tickets outside of Booking Office Hours.
- **PLEASE KEEP ALL NOISE TO A MINIMUM**, Front of House/Bar Volunteers need to be quiet in the foyer area once the show has commenced.
- Bar Staff and Front of House Staff **ARE NOT PERMITTED** in the dressing Rooms or Green Room, or backstage unless they have special permission to do so from **THE STAGE MANAGER ONLY**.
- All front of House Staff are to wear appropriate smart clothing with closed in shoes.