

# The Haunted Fortress of Stanfordville

## *SAFETY RULES & RESPONSIBILITIES*

### Performance Nights

Child age limits for the Haunted Fortress performances

- 6-13 requires parent/guardian to remain on site
- 14-17 requires waiver & contact info

1. Remember, you must wear all black, especially your shoes!!! Absolutely no white sneakers!!! Cover them with black tape if you have to. The Haunted Fortress does not supply black tape.
2. The Pole Barn will be opened around 4:30 pm to start setting up for the performance.
  - a. All actors must arrive between 5:00 pm and 5:30 pm in order to have enough time to get in costume and makeup. Actors need to be ready to greet our guests in their scenes by 6:00 pm.
  - b. Crew must arrive before 5:45 pm. Crew needs to be ready to scare our guests in their scenes by 6:00 pm.
3. Once you arrive, report to the job board immediately. You can not get makeup or costume without a scene assignment.
4. Once you know your location and the description of your character, report to costumes where you will receive and sign for your costume and props. This will be your costume for the night.
5. At the end of each performance, you will return all parts of your costume and all props assigned to you which will be inspected for damage. You are responsible for the condition of the costume and props assigned to you. Respect the costume and props so they can be used again.
6. After you are in costume, report to the make-up station and wait for an adult to apply your make-up.
7. After your makeup is applied, please feel free to look through the director notes. These notes provide sample dialog, acting tips, and how to move around (blocking) for each scene. If you are still unsure about your role and/or position for the scene, ask an adult for assistance.
8. Once ready, stay within the Pole Barn or Courtyard until instructed to get in places for your specific scene.
9. During each performance, you will try to do your best to follow your assignment and stay in your area!
  - a. No wandering into the next scene to visit your friends.
  - b. Stay out of the weeds!
10. When you need to take a break, (bathroom, food, drink, costume failure, etc.), inform the other actors in your scene and provide them a timeframe when you will be back.
  - a. Do not leave a scene in groups of 3 or more. You may leave in pairs.
  - b. Do not leave a scene empty
  - c. Do not leave a single actor in a scene
  - d. Do not leave a scene by following the Haunted Fortress paths. Exit through the actor entrances/exits only.
  - e. Speak softly or not at all until you are back in the Pole Barn.
  - f. Inform a Haunted Fortress leader of the scene you left and how many actors are remaining.
  - g. Remember - every customer that passes by your scene deserves a great show.
11. If there is a problem of any nature (lighting, sound, prop, costume, other actors/crew, visitors, etc), inform a supervising adult immediately. Under no circumstances are you to touch, move, or change a scene decoration or a piece of electrical equipment.
12. Do not attempt to confront a disagreeable actor, crew, or visitor by yourself! Get a supervising adult involved.

13. There is no tolerance for any off-color slang, gestures, or swearing. Bullying in any form will not be tolerated. You will be asked to leave.
14. Speak softly if your scene does not have any visitors. Loud talking can be heard easily throughout the Haunted Fortress and that will ruin a visitor's experience. Additionally, if you are talking too loudly, you will not hear when the next guided group of guests approach. Being surprised by a group leads to a poor visitor experience.
15. Food and food related items such as plates, spoons, cups, wrappers, bags, etc. are not allowed within the Haunted Fortress scenes. Please eat and drink within the Pole Barn or the Courtyard. Then toss your trash into the large barrels that are available.
  - a. Glass bottles and containers are not allowed anywhere at the Fortress.
16. We want you to remain safe and happy so please use common sense.
  - a. No running, pushing, jumping, or climbing on any trees, props, or walls.
  - b. Do not use the props for swatting or hitting any participants or customers.
  - c. Do not touch our visitors under any circumstances during the performances.
  - d. Do not bring any weapon(s) or sharp object(s).
17. Flashlights may be provided for the sole purpose of finding your way in and out of your scene by way of the courtyard.
  - a. They are not to be used in the scenes!
18. At the end of each performance, all participants must be met in the Pole Barn by a parent or guardian.
  - a. No one is allowed to wait for their ride in front of the Highway Garage or on the top entrance. These areas are unsupervised. This is to ensure the safety of all children involved.
  - b. Please be prompt in picking up your child to be respectful of our time and personal lives.
19. Remember - This is a local Town Recreation production and we are all representatives of this town. It is important to consistently maintain a polite and positive decorum. We would like our customers to enjoy their visit. This way they can tell others to visit us and they can return next year.
20. Have FUN!