

# The Haunted Fortress of Stanford

## *SAFETY RULES & RESPONSIBILITIES*

### Performance Nights

Child age limits for the Haunted Fortress performances

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

1. Remember, you should wear warm dark clothes and shoes.
2. The Pole Barn will be opened around 5:00 pm to start setting up for the performance.
  - a. All actors should arrive between 5:15 pm and 5:45 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 6:30 pm.
  - b. Crew should arrive before 6:00 pm. Crew needs to be ready to scare our guests in their scenes by 6:30 pm.
  - c. Remember to bring a signed waiver and permission form (if under 18).  
This will help to accelerate things at the job board table.
3. Once you arrive, report to the job board table immediately. You can not get makeup or a 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. After you are in costume, report to the make-up station and wait for instructions.
6. After your makeup is applied, look through the scene 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.
7. Once ready, stay within the Pole Barn or Courtyard until instructed to get in places for your specific scene.
8. 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!
9. 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. Do not leave a scene by following the Haunted Fortress paths. Exit through the actor entrances/exits only. Speak softly or not at all until you are back in the Pole Barn.

— **Flip over for additional Safety Rules and Responsibilities** —

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. Do not leave a scene by following the Haunted Fortress paths. Exit through the actor entrances/exits only. Speak softly or not at all until you are back in the Pole Barn.
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 bullying, off-color language, gestures, or swearing. You will be told to leave.
14. 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. Then toss your trash into the large barrels that are available.
  - a. Glass bottles and containers are not allowed anywhere at the Fortress.
15. 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).
16. 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!
17. At the end of each performance, you will return flashlights, 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.
18. At the end of each performance, all participants under the age of 18 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.