

## Induction Information

Peacehaven Players shows at Community House, Peacehaven.

This document covers essential information for Cast, Crew and Front of House Volunteers.

Front of House Volunteers: [The information in blue is of particular relevance to volunteers.](#)

Cast and Crew: All the information on this sheet is relevant to you.

You are expected to familiarise yourself with this information.

You will be given the opportunity to ask questions concerning the content.

The Show Director (or their representative) will go over this information at the first rehearsal or when you first join the show.

1	Emergency procedures	In an emergency a siren will sound, and lights will flash at the front and rear of the hall. <b>Exit routes:</b> a) <a href="#">From the hall: doors to the north and south of the hall.</a> b) <a href="#">From the foyer/kitchen/Anzac Room: along the corridor past toilets.</a> c) From the rear corridor: along the corridor and exit via nursery entrance. d) From stage: move down steps to floor of the hall and as a) e) From dressing rooms: go to the foyer or nursery entrance to exit.
2	Assembly Point	<a href="#">This is on the grass area on the other side of the car park.</a>
3	Toilets	<a href="#">These are in the entrance corridor.</a> During a performance, adult cast and crew use the toilets in the rear corridor. Children use the toilet adjacent to the dressing rooms.
4	Rehearsal house rules	Cast and crew are reminded of the importance of treating each other with respect and behaving in a safe manner.
5	Known hazards	Access to the stage is via steps at the front or rear of the stage. Care should be taken when going up or down. Any additional hazards will be pointed out to cast and crew as they arise.
6	Key Personnel	You should make sure you know who these people are. The Chair is Tony Garwood, The Honorary Secretary is Judith Foot, The Treasurer is Lynn Enever and Committee Member is Sue Foster. The Director for each show will be introduced to cast and crew. <a href="#">The Front of House Co-Ordinator for the show will be introduced to you (Volunteers only).</a>
7	First Aid	The first aid box is kept in the Players' stage cupboard. The First Aider for rehearsals is Nasim Chillcott. <a href="#">During performances the First Aider sits in the auditorium and will be wearing a yellow jacket.</a> <a href="#">The caretaker is also able to administer first aid.</a> <a href="#">A First Aid Report form must be completed for each accident. The First Aider will have access to these.</a>
8	Refreshments	Peacehaven Players do not provide refreshments for rehearsals or during a show. We recommend that members of the cast and crew bring their own.