



CAST MEMBER HANDBOOK SEASON 2021

SAFETY • SHOW • SERVICE

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Greetings:

So you want to become a cast member at **Frighthouse Station**? Our condolences...or is that congratulations?

We are always on the hunt for enthusiastic, dedicated cast members who seek to learn and provide the very best immersive entertainment. It is exciting, exhausting, creative, draining, challenging, and all in between. You will make new friends and stretch your ability to perform and interact with guests.

We strive for the very best cast members. Our values of **Safety**, **Show**, and **Service** require you have the maturity, creativity, and energy to make **Frighthouse Station** the best haunted attraction in the state. Join us, as we spread our darkness to the unsuspecting masses!

Let the screaming begin!

Hauntingly Yours,

Erik Tavares, Director
Frighthouse Station

OUR VALUES

When we have a shared vision, our show exponentially improves.

1. **SAFETY**

We protect each other by putting guests' and fellow cast members' safety **first** before everything.

2. **SHOW:**

We strive to make this show **the very best** by bringing our best selves, our hard work, creativity, enthusiasm, and focus to every aspect of production.

3. **SERVICE:**

We are a diverse group with a common love of immersive storytelling. We seek to serve one another, our guests, and the community around us.

HOW TO BECOME A CAST MEMBER

1. **AGE:**

You must be 16 years or older. Those under the age of 18 require parent permission.

2. **JOIN OUR DATABASE:**

Sign up online at www.TacomaHaunts.com.

3. **ATTEND GHOUL SCHOOL:**

Attend at least one training session.

4. **ATTEND REHEARSAL:**

Attend a rehearsal before we open.

5. **SCHEDULE IN ADVANCE:**

This show is cast like a play. Those who can serve all nights get preference.

6. **FOLLOW YOUR SCHEDULE:**

Arrive on time and leave on time.

7. **BE A PROFESSIONAL:**

We seek to be the best, most professional haunters in the Pacific Northwest!



NEFARIOUS NIGHTLY ROUTINE

Until we hear otherwise, masks must be worn at all times and in all places.

5:00 pm: Makeup artists and support staff arrive.

5:00-6:00: Cast members park in parking garage across the street, then enter the show.

- Check IN with the **Casting Lead**.
- Get your **Costume** from the **Costume Lead**.
- While you relax in our Break Room, you are summoned by the **Makeup Lead** to get your makeup.
- Remain in the commons area.

6:50: Announcements; Zone Leaders lead actors to their zones.

7:00: **The haunts open. Let the screaming begin!**

Closing: The event **CLOSES** at **10:00 pm** (Thursdays & Sunday) and **11:00 pm** (Fridays-Saturdays). If crowds are large, we may close later.

Closing: Cast Members receive the call the event is officially closed.

- ALL actors return to the common area for feedback, awards, and removing makeup.
- When finished, return all costumes / props to Costuming and check **OUT** with the **Casting Lead**.

Closing: Expect to leave 30-60 minutes after closing.

CAST MEMBER REWARDS



STIPENDS:

Cast members earn \$40/night we are open, with a \$100 bonus if you serve all 15 nights we are open.

AWARDS:

We will hand out gift cards and other rewards to outstanding cast members each night, nominated by both the senior staff and fellow cast members.

CAST PARTY PRIZEPALOOZA:

At our Cast Party in November, we give out great prizes. Every night you serve, your name is added to our drawing. The more times you attend, the more chances you have to win something.

SEPTEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8	9	10	11 GHOUL SCHOOL 5-7 pm
12	13	14	15	16	17	18 GHOUL SCHOOL 5-7 pm
19	20	21	22	23		25 REHEARSAL Required 5-8:30 pm

OCTOBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 OPEN 7-11:00	2 OPEN 7-11:00
3	4	5	6	7 OPEN 7-10:00	8 OPEN 7-11:00	9 OPEN 7-11:00
10	11	12	13	14 OPEN 7-10:00	15 OPEN 7-11:00	16 OPEN 7-11:00
17	18	19	20	21 OPEN 7-10:00	22 OPEN 7-11:00	23 OPEN 7-11:00
24	25	26	27	28 OPEN 7-10:00	29 OPEN 7-11:00	30 OPEN 7-11:00
31 OPEN 7-10:00	NOV 1	NOV 2	NOV 3	NOV 4	NOV 5	NOV 6 CAST PARTY 5-7:00 pm

OUR POLICIES

We want this to be a safe and positive experience for everyone.

1. **No Smoking / Drugs / Vaping / Alcohol:**

At all times, in all places where the event operates.

2. **Company Property:**

No stealing, borrowing, damaging or other unauthorized use of company property.

3. **Weapons:**

Weapons of any kind are not allowed (real or simulated) including pocket knives, lighters, airsoft weapons, etc. If you hidden carry, you must inform us in advance.



4. **Behavior:**

Our mantra is zero drama. Due to the diversity of our team and the guests who visit, consider our atmosphere a professional, “family friendly” experience, so inappropriate social behavior is not tolerated. This includes bullying, conversations not appropriate for the general public, intimate behavior, profanity, crude jokes, personal space issues, harassment, and insults.

5. **Teamwork & Direction:**

You are expected to follow the directions given you by Senior Staff (such as the Director, Makeup/Costume Leads, Casting Lead, etc.).

6. **Fire & Emergency:**

You will be trained on fire, safety and evacuation procedures. Do not “cry wolf” or joke about serious issues. Never play with emergency equipment.

7. **Attendance:**

All actors and staff schedule their nights in advance. If you are late, (after 6:00 pm) you will be given a warning. Two warnings, or if you miss a night without contacting us 24-hours in advance, you risk dismissal.

8. **Distraction:**

Cell phones should be turned off during the hours we are open to the public. Personal music players, video games, and other electronics and/or valuables are strongly discouraged. There is limited storage; we are not responsible for lost or stolen items.

9. **COVID Protocols:**

We are expected to follow local and state mandates this season in with regards to COVID—including wearing masks, being vaccinated, and maintaining social distance.

FREQUENTLY ASKED QUESTIONS:



How do you choose who will be Cast Members?

Ghoul School is an audition. We will announce final roles before our official rehearsal. Cast will be assigned to a zone (section of the haunt) and will work with zone leaders and senior staff to develop characters and scares in your section.

Do I bring dinner?

Some form of nourishment (snacks or even dinner) will be provided each night but, as we have a refrigerator and microwave, you are encouraged to bring your own.

What about breaks?

The Casting Lead will have a schedule and process in advance.

Can I bring a costume, mask or makeup?

No. Everything is provided for you.

How do I get there / get home?

You need to schedule your own ride to the haunt and back home each night.

Do I get free tickets or family discounts?

Each cast member will be given four tickets for friends and family.

I have a friend who wants to act but did not attend training. Can they help?

No. For everyone's safety, we need to have met, trained and received paperwork from everyone in advance. Try again next season!

I am sick and cannot make it. I want to show up when I am not scheduled. What do I do?

24-hour advance notice is required if you have a change to your schedule, both if you cannot attend or you want to join us on a night you were not scheduled.

Can I earn Service or Senior Hours for this?

Usually. Let us know what you need and if we qualify.