

# Haunted Hallway To Do List

## Primary Stuff:

- Reserve Location
- Create floor plan
  - Make sure to set up a waiting area
- Discuss Theme with Theatre Dept.
- Design Poster

## Media

- Gather spooky music
- Speak to Media Dept. for Speakers
- Cameramen for documentation
- Advertise
  - Teaser trailer
  - Weekly News Video
  - Newspaper

## Other

- Order Supplies
  - Garbage Bags
  - Tape
  - Scissors
  - Cleaning Materials
  - Ladder/Stool
  - Tickets

## Jobs for Volunteers

- a. Tour Guides
  - i. In charge of discussing the rules to the groups, walking with group throughout the haunted hallway and making sure everyone sticks together. It is very important that the guides keep the groups moving. Slow groups can cause delays so keep them moving.
- b. Tour Coordinator
  - i. In charge of signaling when to bring in the next group, make sure you give groups 30 seconds to adjust to the low light.
- c. Admission
  - i. In charge of distributing tickets, collect cans, collects money
- d. Crowd Control
  - i. In charge of making sure there are two lines of people. (Paid and Waiting to Pay) Separates people into groups of 4-6, Advises groups to enter the waiting area
- e. Ticket Collectors

- i. In charge of making sure everyone in the waiting area has bought a ticket, and rips their tickets to ensure no free re-entry.

### Day Before Setup

1. Create floor plan
2. Gather materials
3. Cut garbage bags in half for blocking out lights and creating walls
4. Tape the garbage bags onto the ceiling to stop light from going through
5. Tape Garbage bags onto the wall to create a maze like environment
6. Set up barricades to protect laptop / speakers

### Same Day Setup

1. Make sure nothing fell down from over night
2. Coordinate with theatre department to adjust lightning by poking holes in the garbage bags
3. Add finishing cosmetic touches to Hallway
  - a. Ex: Fake blood, twigs, oujia board, etc...
4. Set up table to collect cans, tickets, and admission money
5. Set up waiting area
6. Distribute jobs for volunteers
  - a. Tour Guides
  - b. Tour Coordinator
  - c. Admission
  - d. Crowd Control
  - e. Ticket Collectors
7. Do makeup for actors, and find their positions in the hallway.
8. Announce when the Hallway is open through Loudspeaker
9. Have fun :]

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