

NIGHTMARE AT BEAVER LAKE

2016 Actor Handbook

**Nightmare at Beaver Lake would not be possible without our amazing actors.
Thank you for volunteering!**



Sammamish
Rotary
Club



NIGHTMARE AT BEAVER LAKE

A Joint Production of the Sammamish Rotary, City of Sammamish, and Scare Productions

INTRODUCTION

Acting at Nightmare at Beaver Lake is a unique experience. Unlike traditional theater, Haunt actors must capture the attention and interest of the patrons, build suspense and surprise them in a matter of, at most, a couple of minutes.

Roles are available for youth and adults alike. Your instructors bring years of Haunting experience and you will learn from some of the best veteran actors. All of you will learn the importance of setting up an audience and the timing and interactive skills unique to the haunt experience.

For those of you with theater experience, you will learn some new dimensions. Those of you with some haunt acting experience will learn techniques specifically geared toward this year's show.

If you are new to acting, you will learn all the basics needed to enable both you and your audience to enjoy a fun and safe Haunt experience. With each acting class you attend, you will build new acting skills, practice and improve upon learned skills and broaden your base of abilities.

As you gain training and experience, more complicated roles will be available to you. Whether you participate in a scare or a humorous moment, you will have the best Halloween experience anyone can have!

YOUR RESPONSIBILITIES AS AN ACTOR

Please read this handbook thoroughly. By signing your application, you are acknowledging that you (and a parent or guardian if under 18) have read and understand this handbook. This handbook is a supplement to the Volunteer Handbook. As an actor you are responsible for reading, understanding, and complying with all rules and regulations set out in both of the Nightmare at Beaver Lake Handbooks.

1. Training

All those who are new to, or have less than three years experience with Nightmare at Beaver Lake or Scare Productions are required to attend at least one acting class. Those with more experience are encouraged to attend to learn more about the roles and skills needed for the current years show.

2. Arrival and Check In Procedures

- 2.1. Actors need to arrive at 5:00 p.m. nightly and expect to stay 30 to 45 minutes past closing. Please be on time. If you will be delayed, call or text the Casting Director and use your name in the text! (206-919-3243)
- 2.2. Minors must be checked in at the Volunteer Table to the left of the door before proceeding to casting. Those under 16 must be accompanied by a parent or authorized adult when checking in or out. (See guidelines below)
- 2.3. After checking in, proceed directly to the Casting Desk beyond Volunteer Check-in. Give casting your name and your age. If over 18, that is all you need to say. Please also say if you are allergic to latex. Most roles are on a first come, first assigned basis. It is important that you check in at the Casting Desk before going to eat.
- 2.4. After receiving your assignment, eat quickly, go to the bathroom and proceed to Wardrobe with your character card.
- 2.5. Report to Makeup as soon as you are in costume. Make-up will collect the character cards.
- 2.6. Notes will be called by 6:30. ALL actors need to attend Notes! Come prepared to enter the show once Notes are finished.
- 2.7. DO NOT EAT ONCE YOU ARE IN MAKEUP!
- 2.8. Stay inside the lodge or on the porch once you have checked in. Contact Casting if an emergency arises.

3. Attendance

Your performance is essential to the success of the show. When you have committed to a schedule, we expect you to honor it. Few sets are staffed with enough actors to succeed if someone is absent. For this reason, we are rarely able to accommodate advance requests for actors to work together in the same set. We would like 24 hours notice if you will be absent so we can find someone to replace you.

4. Dress

- 4.1. Wear warm, dark clothes, especially if you are in an outside set. Even those who are acting in the shelter of the Pavilion may wish to wear warm clothing.
- 4.2. Wear black or dark shoes. Light colored shoes may give your presence away to the audience and ruin your scare.
- 4.3. Wear old clothing, including lingerie. Despite precautions, some types of makeup will stain your finery.

5. Food & Drink

- 5.1 Bring a refillable water bottle each night with your name on it. Although it may be cold out in the show, activity can cause you to perspire and dehydrate. Casting assistants can refill your water bottle as needed during the night.
- 5.2 Eating can ruin your makeup, so be sure to eat before going to Makeup. Casting assistants will make candy runs to provide you with some hard candy to help you keep your voice. Please do not chew gum or eat anything else until after the show.
- 5.3 Be sure to remove any water bottles, wrappers, etc. from your set nightly. It is your responsibility to keep the sets clean and to help keep the park free of litter.

6. Actor Placement and Nightly Instruction

- 6.1 All actors will be placed in their assigned set by a casting assistant.
- 6.2 If you have any questions about your character and what you should be doing, this is the time to ask, don't be shy!
- 6.3 Be sure you know where the panic button is located before the casting assistant leaves.

7. Breaks

There are no guaranteed break periods, but you will be allowed to use the restroom, escorted by a casting assistant. Contact Casting, NOT Security, if you need a break. We may have to find someone to replace you before you go, so do not wait until you are desperate to request a break. You will be escorted to the lodge and back to your set, so do not leave your set without Casting's approval.

8. Acting, Improvisation and Guest Control

- 8.1 Stay in character, even when it appears that no patrons are in the vicinity, and no matter where you might be! Yes, you can carry on a "normal" conversation anywhere on site and still stay in character. Sounds carry...you don't want to ruin the show for a patron coming toward or leaving your area.
- 8.2 Act for everyone, including other staff. Casting and other staff members are watching your performances. Awards are given to exceptional actors who are nominated by staff and chosen by Casting nightly, as well as at the volunteer party. If we don't see you perform, we can't consider you for acting awards!
- 8.3 Be aware of customer flow. If you notice a group bunching up, expand your routine to allow the group ahead to gain some distance. If you have too many customers, shorten your routine to keep them moving. No matter your role, you can help flow by being observant and adjusting your timing.
- 8.4 Truly scaring children is a cheap shot! If a child is genuinely upset, stay in character, but back off. You can be submissive or friendly to help a child through, but remember not to ruin the show for others in the crowd. If someone is traumatized, contact Casting or Security to escort him or her to an exit.
- 8.5 Family Hour: Remember to tone down your acting from 7-7:45 p.m. People coming during this time are looking for a child-friendly version of the show. You will be notified when Family Hour is over.
- 8.6 Blood Run – Don't run from it. If your character requires blood, you will get it. If it does not, you won't.

9. Photographers

Each night, an authorized photographer will come through the show. They will be introduced at notes. They may or may not be accompanied by security, but they will announce themselves before entering your set. Be sure to act for them! Please be aware that these images may be posted to the websites. Your participation in the show is your permission for these photos to be used by Nightmare at Beaver Lake and Scare Productions.

10. Props

Some props are available for you to use during your performance. These will be handed to you during notes from Wardrobe. If you are not given a prop remember this as a general rule: if it's fastened down in set, it's not to be used. If you are in doubt as to which props you can handle, ask Casting. Some props will be 18 and over. DO NOT let others in the set handle your prop if it has been given to you, unless you are given specific permission by wardrobe. NEVER let a patron handle your prop.

11. Personal Safety

- 11.1 All cast members will receive a whistle and there is also a panic button in each set. If you feel threatened or notice anyone disobeying the rules, push your panic button ONCE and blow your whistle until security arrives.
- 11.2 Plan your performance to take place out of the reach of patrons – their reach, not yours. Keep your eyes open and remain alert at ALL times. Make eye contact with as many audience members as you can, (if this is part of your character) but pay attention to their hands. Do not turn your back on the patrons. If you have any doubts, move deeper into your set. Do not touch patrons even if you know them!
- 11.3 Stay in your set. Moving between sets is seriously restricted.
- 11.4 Do not allow taunting or teasing to irritate you. It is important that you not react to this behavior. If a customer appears aggressive, direct your acting and attention to someone else. If they become physical, push your panic button ONCE and blow your whistle constantly until security arrives. Be prepared to identify that person, and the group they are with. Any person thought to be guilty of assaulting a volunteer may be subject to prosecution, and you will be asked to assist in the process.
- 11.5 In the event of a medical or security emergency, push your panic button ONCE and blow your whistle until help arrives.
- 11.6 The following rules will be posted for patrons. Notify Security immediately if you see anyone ignoring them. If they are taking photos with their phone, ask them to stop, but in character. Do not push panic button or blow your whistle for cell phones.
 - No Smoking
 - No Alcohol
 - No Masks
 - No Flashlights or Laser Pointers
 - No Recording Devices of ANY kind!!!
 - No Touching
 - If 1 member of your group has to leave, the entire group must also leave

12. PDAs

Public Displays of Affection are inappropriate during the show. Please allow our patrons as well as staff to respect your privacy by avoiding PDA's while you are at the show. If this happens, you will not be allowed to act together any longer. Continued misbehavior will result in dismissal.

13. Health, Hygiene, and Homework

While working at the haunted event can be enormously fun, it can also take a toll on your skin, your health and your grades. We would like to make the following recommendations to help you make it through the show.

1. Get lots of sleep.
2. Eat good hearty meals. If you use vitamins, take them! We will feed you dinner nightly
3. No matter how tired you are when you get home, be sure to re-wash your face. Ask your makeup artist if you have any questions about how to remove something.
4. If your skin becomes irritated or hot while wearing or after removing the makeup, please notify casting or makeup staff **immediately**.
5. Please use deodorant and brush your teeth.
6. Homework. School is a priority. Plan ahead and do as much work at school as you can. You may have time while waiting for makeup or the show to begin to do homework on-site.

14. CHECK-OUT PROCEDURES

14.1 Do not leave your set at the end of the evening until directed by Curt and Jeannie. Remember, customers who are in line by closing time will be allowed to go through the show.

14.2 Expect to remain 30-45 minutes after the show for notes.

14.3 Return to the lodge, remove your costumes, and return them to Wardrobe the way you get them. If it was on a hanger, return it that way. Take all wrappers out of the pockets please!

14.4 Makeup will provide cold cream and Kleenex so you can remove your makeup. Your skin needs protection. Be sure to use them! Throw away empty cups and used tissues.

14.5 Clean up after yourself – both in set and in the lodge.

14.6 Stay for late notes if you can. You may just have won something!

14.6 Everyone must sign out or be signed out by a parent or guardian before leaving the building. If you fail to have a parent or guardian sign you out, if applicable, your parent or guardian will be called, regardless of the time.

The safety of our volunteers is our number one priority. In order to maintain a safe and enjoyable experience the following guidelines must be followed.

EVERYONE must sign in at the Volunteer Table(s).

Actors 17 years old or younger, see below.

No exceptions, thank you!

*12 year olds may only volunteer WITH a parent/guardian in set with them.

*13 year olds may not be left alone at the show and a parent/guardian is required to stay on park premises for the entire evening. Don't worry mom and dad, we have fun volunteer activities for adults as well!

*15 and 14 year olds must have a parent/guardian come into the lodge each night to sign them in and out.

*16 and 17 year olds may sign themselves in and out ONLY if the Youth Log-in Sheet permission form has been signed by a parent/guardian.

*NOTE: if any minor does not sign out or is not signed out by a parent/guardian (depending on age) at the end of the evening, the parent/guardian will be called, regardless of the time.

Thank you again for volunteering, Nightmare at Beaver Lake only happens because of you!