

# HIRING AND PREPARING YOUR ACTORS FROM APPLICATION TO OPENING NIGHT

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## The importance of having actors prepared for the season

### Benefits of using this hiring and preparation process

- Eliminates one-on-one interviews
- 2 staff members can train, audition, sort, and cast large numbers of actors in a short amount of time
- Less labor costs to pay staff for their time involved
- Applicants nor staff have to travel back to the haunt multiple times
- Actors have fun, meet new people, make friends, gain confidence, become motivated, receive training, and have a positive first experience
- Word spreads that the auditions and orientation are casual and fun
- Opening night goes more smoothly because actors know the nightly routine and what to expect

### The Process:

#### Initial Steps:

- Create a Private Facebook Employee (or Actor) Group for your haunt.
- Gather / organize / print applications.
- Compose a list of scenes/roles, noting core roles and scripts (beginning of July).
- Designate audition dates (End of July - First week of September)
- Post the audition dates on the website and your haunt's Facebook Employee Group.
- Make Scare Sheets (Screamer, pop-out, runner, stalker, scripted lines, etc).
- Call applicants and assign them to audition dates.

#### Auditions:

- Have printed applications, blank Scare Sheets, list of attendees, pens, and costumes ready.
- Check in the attendees, giving each one a pen and a Scare Sheet.
- Give a basic introduction of the haunt.
- Demonstrate acting and scare techniques.
- Have attendees fill out their Scare Sheet.
- Have each Scare category line up and audition one by one (take notes and videotape/record them).
- Work with them as they audition (constructive criticism, make jokes, give words of encouragement, have fun.)
- After each audition session, go through each Scare Sheet and write down possible roles or assign them to attraction.
- Add photos and video snippets to the Facebook Employee Group, word will quickly spread on how fun the auditions are.

#### Orientation:

- Have a Pre-orientation staff meeting (to review activities, schedule, icebreakers, etc.)
- Actors enter, receive their actor handbook, and fill out their Availability Calendars.
- Management Staff introduces themselves, review the policies and nightly routine, answer questions, etc.
- Split the actors into attractions or groups. They will go with a manager to hear instructions about their attraction, perform icebreakers/acting exercises, discuss safety and emergency procedures, and will take a tour of the attractions.
- Answer any questions, dismiss the actors to leave.

#### Before Opening Night:

- Add new hires to your haunt's Facebook Employee Group.
- Meet with attraction managers to cast roles for opening weekend.
- Designate person A and person B for each role.
- Fill out schedules based on the actor's Availability Calendar.
- Managers call their assigned actors and tell them their role for opening weekend, what time to arrive, and remind them of what to wear.

## Opening Night

## Seminar Review