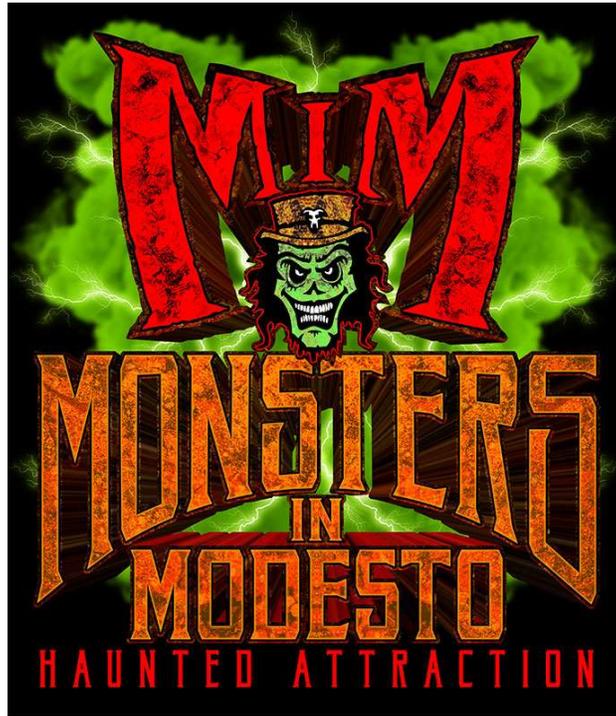


# *Welcome*

*Terror in the Night Halloween Productions 2018*



**Thanks you all for choosing to participate in the 3rd annual  
Monsters in Modesto Halloween Attraction!**

**Please read this handbook. All volunteers must be 18 years or older and sign a release of liability form. If you are between 16 & 18 years of age and want to participate we will need a signed release of liability form by you and a parent or guardian. A parent or guardian must confirm the signature on the form. The form is located at the back of this handbook.**

## *Terror Definitions*

- 1. Monsters in Modesto – our Halloween attraction**
- 2. Volunteer – actors, makeup, security or anyone signed up**
- 3. Fresh Meat – our customers**
- 4. House Management: Frankie Babcock and Paige LeNey**
- 5. Terror in the Night Halloween Productions: The Company producing Monsters in Modesto (Modesto) - Cemetary Haunted House / Psycho Circus / Zombie Heights (Citrus Heights) / Horror in the Flesh Makeup Crew / Hauntraband.com**

## *Contents*

- 1. Attraction Rules (as posted outside the attraction)**
- 2. Emergency Action Plan (EAP)**
- 3. Volunteer Rules, Safety and Fun Stuff**
- 4. Release of Liability Form  
(Must be signed and turned in prior to participating)**

**Contact: Frankie Babcock 209-208-5105 / 916-223-9080**

**Paige LeNey 530-360-4498**

**Paige @monstersinmodesto.com**

**monsters@monstersinmodesto.com**

# *Attraction Rules*

- 1. No Alcohol!!! No Smoking!!! No Exceptions!!!**
- 2. No photography or video recording of any kind!!!**
- 3. No cell phones in hand! Cell phones must be turned off and put away while in the Attraction (they are often dropped and broken).**
- 4. For everyone's safety, No running!**
- 5. Please do not touch the actors and they will not touch you (incidental contact may happen).**
- 6. Please do not touch any props.**
- 7. Wheelchair Accessible (inquire at the ticket booth).**
- 8. Food or drinks in the wait line only. Not in the Attraction!**
- 9. No Refunds!!!**

# *Emergency Action Plan* part 1

## **Fire Emergency**

In the event of a fire the most important thing to remember is to stay calm. It will be your duty to keep our guests calm and escort them to the nearest emergency exit. Instruct them not to run as this may cause people to trip and fall. After the guests are safely out alert house management ASAP! At that time, we will cut power to the attraction and announce over loudspeaker the emergency to the entire site. Any properly trained volunteer may use a fire extinguisher if it is safe to do so.

*If you are not comfortable doing this please do not attempt to!*

### Fire Extinguisher Operation

**P.A.S.S.** Pull – Aim – Squeeze – Sweep

**P** = pull the pin and completely remove it from the extinguisher handle

**A** = aim the extinguisher nozzle towards the base of the flame

**S** = squeeze the handle to discharge extinguisher material

**S** = sweep the spray from extinguisher across the base of the flame

# *Emergency Action Plan* part 2

## **Medical Emergency**

- 1. A medical emergency needs to be assessed prior to taking action.**
- 2. Alert house management or security if you discover a medical emergency.**
- 3. House management or security shall call in the emergency.**
- 4. If the customer or volunteer appears unconscious or seriously injured do not move them!**
- 5. If the customer or volunteer appear ill, have minor injuries and are able to walk on their own they should be assisted to the nearest exit and wait for proper medical attention.**
- 6. We have fully stocked first aid kits located at:**
  - a. Ticket booth**
  - b. Make up table**

## *Emergency action plan* part 3

### **Power Outage Guidelines**

- 1. Turn on your flashlights and illuminate the area around you and our customers.**
- 2. Assure the customers that everything is ok and to remain calm.**
- 3. Alert house management or security to the power outage.**
- 4. House management will turn on house lights and announce over loudspeaker the emergency to the entire site.**
- 5. If after a thorough inspection, the problem diagnosed and corrected we will resume operating the attraction.**
- 6. If the problem is not correctable in a short amount of time we will escort our customers to the nearest exit.**

**This type of emergency does not require calling the Fire Dept. or emergency services.**

# *Rules and Safety*

- 1. Attraction. Monsters In Modesto Halloween Attraction.** You must be at least 16 years of age to volunteer in the attraction.
- 2. No smoking or open flame devices!** Modesto Fire Dept. prohibits smoking in or near the attraction as does **Terror in the Night Halloween Productions.**
- 3. First aid kits are located at:**
  - a. Ticket booth
  - b. Makeup dept.
- 4. Fire extinguishers.** All volunteers must know the locations of all the fire extinguishers in the attraction and how to use one as well.
- 5. Flashlights.** All volunteers will have a flashlight at their designated locations. We will check the operation of the flashlights prior to show time but you must check it as well. We will hand out flashlights to everyone prior to show time. Notify us if it is not working and you will receive a replacement. Please turn in the flashlight at the end of the night.
- 6. Emergency lights.** In the event of a power failure or other incident the emergency lights will be turned on. At this time please escort our customers to the nearest emergency exit. Make sure to use your flashlight for safety.
- 7. Exits.** Volunteers must know the locations of all exits. We consider all exits to be emergency exits.
- 8. Tour guides.** Actors will be the tour guide(s) for their designated area. It will be your responsibility to keep the guests moving in the proper direction. A minimum of one actor in each designated area will have a two-way radio for communication.
- 9. ADA (Americans with Disabilities Act). Monsters in Modesto** is an ADA friendly attraction. We are designed to make it easier for someone in a wheelchair or disability to participate in the tour. If we have a customer in a wheelchair and they do not have someone to assist them we will have a

volunteer help them through the tour. **Please let us know in advance if you are not willing to perform this assistance.**

- 10. Hazards.** If you see something that is a potential safety hazard (sharp object, tripping hazard, loose prop or decoration) please let house management know **ASAP!**
- 11. Guests actions.** If you see any guest touching, handling, stealing any props, decorations or items belonging to **Terror in the Night Halloween Productions** and if you see any guest that appears to be intoxicated, using loud foul language or displaying aggressive behavior toward another guest or volunteer please let house management or security know **ASAP!**
- 12. Cell phones.** “Cell phones must be put away at all times” while performing and the volume turned off or to vibrate. We ask that you use your cell phones in the actor area and during breaks only. Not in any of the scene areas. This will help in a more professional production for our paying customers. **This will be strictly enforced. Thank You!**
- 13. Working as a team. NO PERSONAL DRAMA HERE! Let’s keep it fun!** There will be many volunteers working the attraction so we all need to respect each other always. Please do not use bad language or exhibit inappropriate behavior while volunteering at the attraction. **You could be asked to leave if you do.**
- 14. Photography:** Under no circumstances are you allowed to photograph or take video inside the attraction without written permission from Frankie. This applies to everyone. We now have a copyright photography agreement and nobody has permission unless an agreement is signed.

# Fun Stuff!!!

**1. Volunteer Registration.** When you register to volunteer, you are agreeing to scare from the rooms we assign you. You will get to try different scares and rooms on different days but you must be willing to scare from where we need you on any day. All volunteers must register and create a personal profile at <http://monstersinmodesto.hauntscheduler.com> prior to volunteering. In your online profile you must check in and check out on the days you volunteer. You will also need to sign a “sign in sheet” on the days you volunteer. This will be used when you’re called for makeup. Makeup artists and costume help arrive by 4pm. Actors arrive between 4pm and 6pm with 6:15pm being the cut-off time for actor arrival. We will absolutely be flexible with your school / work schedule but please communicate this with us ahead of time. We ask that if you sign in to be an actor **please stay until closing**. All makeup artists that are not acting are asked to please stay until everyone has makeup.

**2. Costumes and Make-up.** Your costume and make-up will be designed to fit your scene. We ask that you wear dark colored shoes unless your scene requires another color. Your shoes need to have flat soles. **No heels or sandals please!** Please put costumes back on the rack where you got them. Do not leave the attraction wearing our costumes. **All outside costumes must be approved by us so please just ask. All makeup designs used will be ours. All outside makeup designs must be approved by us prior to arrival.**

**3. Performing your scare!!!** This is why you’re here! Watching and waiting for the right moment to startle the fresh meat that just turned the corner! Sometimes in the chaos you will hear “I just peed my pants”!!!

**4. Don’t break character!** At the same time not every scene requires you to scare them and you most likely are not going to scare everyone. The scare is important but performing your scene and interacting with the fresh meat are very important as well. So, if you can’t scare someone but you interact with them you can still make it fun for them, creep them out and YOU may be the one they remember the most. So, **DON’T BREAK CHARACTER!!!**

## **What to do and what not to do:**

- A. Stay in your assigned area! Do not leave it for another area unless asked to.
- B. Do not take other actors scares!
- C. Do not scare from emergency exits! Scare from your assigned area!
- D. Do not yell at fresh meat and tell them to “get out” as part of a scare. Do not scream at the fresh meat.
- E. Respect all volunteers and fresh meat!
- F. Please pick up your trash (food, water bottles etc.).
- G. No chasing fresh meat outside the attraction or in the parking lot.

During your performance, we ask that you do not touch the fresh meat just as we ask the fresh meat to not touch the actors. We know that incidental contact may happen.

**4. Breaks.** We will have breaks at periodic intervals according to attendance. If you need to use the restroom during the show we will get someone to cover your scene.

**5. Restrooms.** We have restrooms available.

**6. Refreshments and snacks.** There will be ice chests with drinks and snacks available at the actor area.

**7. Have fun and make new friends!!!** The rules are in place so we can all have a good time. We want this to be a great experience for you and one to remember for years to come! Volunteering at **Monsters in Modesto** is a fun way to make new friends and we look forward to meeting you!

**8. T-shirts!** Everyone volunteering 5 full days will earn an MIM t-shirt! You must make sure to fill out the sign in sheet every day when you arrive. You must also check in, check out in your actor profile at Haunt Scheduler so we know you were here and can earn a shirt. Please note that signing in then leaving before we close will not count towards a shirt. T-shirts will be available at the pizza party.

**9. Hoodies & T-shirts!** Everyone volunteering 15 full days will earn a MIM hoodie and an MIM t-shirt! You must make sure to fill out the sign in sheet every

day when you arrive. You must also check in, check out in your actor profile at Haunt Scheduler so we know you were here and can earn a shirt. Please note that signing in then leaving before we close will not count towards a hoodie or shirt. Hoodies must be ordered and will be available after the pizza party. If you earned one, you will be notified when they arrive. **NEW RULE FOR 2018!** If you earn a t-shirt and hoodie plus "NEVER LEAVE EARLY" you will earn an additional 2 haunt T-shirts!

**10. Horror Makeup Crew T-Shirts!** All horror makeup crew members that volunteer a minimum 5 full days will receive a Horror Makeup Crew t-shirt in addition to any other earned t-shirts. Again, please fill out the sign in sheet and check in, check out at Haunt Scheduler.

**10. Pizza Party!!!** To show our appreciation, **Terror in the Night Halloween Productions** will have a cast pizza party on November 12<sup>th</sup>. It will be a great time to share stories and talk about the *perfect scare!!!*

**Thank you all from Terror in the Night Halloween Productions!**



*Terror in the Night Halloween Productions 2018*

# Monsters in Modesto Release of Liability Waiver 2018

## Please Print Clearly!

I (print name) \_\_\_\_\_ acknowledge and agree to not hold **Terror in the Night Halloween Productions / Vintage Faire Mall Property Owner** liable for any damage or injury received or sustained as a result of my volunteer participation as an actor, staff member or any capacity in this year's **Monsters In Modesto**. Any valuables are brought at my own risk.

I agree to scare where I am needed on any given day and work together as a team to SCARE!

I acknowledge that I will be working outdoors in low lighting conditions with fog machines, loud audio, black top surfaces, platform surfaces and various types of hiding places constructed with various types of materials. Construction help will be using common framing tools, ladders and basic power tools at your own risk. Do not use them if you're not comfortable doing so.

I also acknowledge to have read the **Volunteer Handbook** and will abide by the rules. I agree to make known to management or security any potential safety hazards found (sharp objects, tripping hazards, loose, broken prop or decoration, etc.) as soon as possible.

I agree to make known to management or security any guest seen not following our Haunted House rules and anyone seen touching, handling, stealing any props, decorations or items belonging to **Terror in the Night Halloween Productions**.

I agree to make known to management or security **ASAP** any guest that appears to be intoxicated, smoking, using loud foul language or displaying aggressive behavior to another guest or volunteer.

I agree to not use foul language or exhibit inappropriate behavior while volunteering.

I agree (as stated in the Volunteer Handbook) to use my cell phone in the actor area and only on breaks. Not in the scene or scare areas and not between touring groups. This will be strictly enforced!

**I agree to not take pictures or video inside any attraction for any reason without written permission from Frankie only. This applies to everyone!** A picture or video outside of the attraction is fine. I agree that any pictures or video taken of me by Terror in the Night Halloween Productions may be used for attraction related advertising and promotion.

Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_ If yes please describe \_\_\_\_\_

Volunteers Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteers date of birth \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent must sign as well for volunteer if under 18)

Email (print clearly) \_\_\_\_\_ Phone # \_\_\_\_\_

Will you be attending the cast pizza party on November 11th? Yes \_\_\_ No \_\_\_

T-shirt size \_\_\_\_\_ (If left blank you will not receive a t-shirt.)

Hoodie size \_\_\_\_\_ (If left blank you will not receive a hoodie)

I promise to keep an accurate record of my attendance to earn a t-shirt and/or hoodie. Please initial here \_\_\_\_\_

**Form must be signed, dated and turned in prior to participation. Please print clearly and fill out form completely.**

