

2011 HUBERTUS HOUSE of HORROR

Information Sheet

Don't be AFRAID to help – you won't be alone!
We need 60-90 volunteers per night!

EVENT DATES Special PREVIEW DAY September 30, and every Friday and Saturday in October

Friday, September 30	Saturday, October 1
Friday, October 7	Saturday, October 8
Friday, October 14	Saturday, October 15
Friday, October 21	Saturday, October 22
Friday, October 28	Saturday, October 29

REHEARSAL

Dates (attend one): Sunday, September 18th **(OR)** Monday, September 19th

Time: 6:30pm to 8:00pm

Location: School Gymnasium at St Gabriel School, 3733 Hubertus Road, Hubertus.

GENERAL INFORMATION

- Friday Workers must be at school by 5:30; Saturday Workers by 5:00.
- Characters in the house are to bring a flashlight and wear black. NO WHITE TENNIS SHOES!! Door people may be costumed related to the theme of the room into which they are cast.
- Most characters will have costumes/masks/makeup that will be exclusive for their room.
- While we do try to accommodate all sizes, costume sizes available are limited. You may be moved to another position if the costume provided for that role does not fit properly.
- For make-up, please arrive clean-shaven and free of cosmetics.
- Cell phones are banned in the house. Violators will have their phone confiscated until the completion of the Haunted House for the evening.
- After checking in, please do not leave the premises without making a staff member aware.
- Once assigned a room, stay in your room and practice the routine a number of times until you are comfortable with it. Learn each other's positions in case changes need to be made.
- Positions may need to change due to cancellations - please be flexible!
- There will be one (1) break per night with food and beverages provided.
- Once assigned to a room, please find the individual in your area who has possession of the walkie-talkie for the night.
- Also, locate the fire extinguishers and two (2) exits for your room.
- Do not leave your position unless approved by a staff member.
- In case of emergency, leave your room as a group. Go directly to the school gym.

QUESTIONS?

General Inquiry: Brad Matusiak 414.659.1711
Cindy Fassbender/St. Gabriel's School 262.628.1711

For Scheduling: Lori Heller 262.628.9416
Sylvia Fliss 262.628.3807

For Parking: Pat Bergen 262.628.3447

For Kitchen: Kathy Palmersheim 262.628.4462

For Tickets/Numbers: Jen Thuemmler 262.914.4306

PLEASE KEEP THIS SHEET. REFER TO AS NEEDED.

2011 HUBERTUS HOUSE of HORROR SIGN-UP SHEET

Please complete & return one form per volunteer by Friday, September 16th

Name: _____ Cell Phone: _____

Email Address: _____ Home Phone: _____

Address: _____ City/Zip: _____

Age: ___ High School (Please indicate age/yr in HS) ___ 19-29 ___ 30-49 ___ 50+

Height*: _____ Clothing Size*: _____
(S / M / L / XL / XXL)

* Information will be used for character staging and costume fitting only.

Have you worked in the haunted house before? _____
If yes, in what role(s)? _____

List restrictions and/or allergies: _____

Scheduling Key - Please use the following abbreviations to indicate position choice(s)

C = Speaking/Main Character **P = Parking** **N = Number Calling** (on tickets)
D = Door Person **K = Kitchen** **T = Tickets**
 (Assist in room/possible small dialogue)

	SEPTEMBER/OCTOBER									
Available Date(s):	FRI	SAT	FRI	SAT	FRI	SAT	FRI	SAT	FRI	SAT
(Circle selection)	30	1	7	8	14	15	21	22	28	29
Role: (Fill in Key)	___	___	___	___	___	___	___	___	___	___

Disclaimer: Filling out this form and returning it does NOT mean that you are automatically working at the House. You must be contacted and scheduled into a position. If a volunteer just "shows up" and they are not scheduled, the House Leader will make the final determination if the person is needed and where the person is to work based on the requirements for the night. Please avoid loitering on the grounds if your services are not required for the evening. We prefer that you not interfere with any other person(s) working during the night. There may be rare instances when the House will operate LONGER than anticipated. We appreciate parents waiting for their children in the gym. Removing your children during their performance presents hardship to others working, and decreases the quality of experience our paying customers receive, and may affect future/return business due to the House not keeping its commitment.

PLEASE RETURN YOUR COMPLETED FORM TO (any one of the following):
(Keep the pink/last copy for your records!!)

- School Office
- Church Gathering Space
- Lori Heller at hellerg@charter.net
- Sylvia Fliss at fliss@charter.net

THANK YOU!

(White-sched, Yellow-eb, Pink-Volunteer)

2011 HUBERTUS HOUSE OF HORROR VOLUNTEER CODE OF CONDUCT

In an effort to continuously improve our fundraising function, we have adopted a policy known as the *Volunteer Code of Conduct*, focusing on appropriate behavior regarding our customers and workers. Volunteers who interact with customers and workers of any age are asked to refrain from touching, rubbing, holding, grabbing, and any other inappropriate behavior. These types of actions will NOT be tolerated.

Volunteers may be subject to working with laser and/or strobe lights, fog machines, and latex products, particularly masks and/or gloves. If this should present a hardship to you, please note it on the bottom of the sign up form.

If a volunteer must cancel due to unforeseen circumstances, it should be done within 24-48 hours of the scheduled evening (**NOT on the day the worker is expected to volunteer**). As indicated on the Sign-Up Sheet, each evening needs 60-90 volunteers. Canceling presents hardship to others working, and decreases the quality of product for those attending the Hubertus House of Horror experience. **If a volunteer should need to cancel an evening s/he indicated s/he would volunteer, it is expected s/he attempt to find a suitable replacement.**

It is expected that workers are respectful to props and scenery. Volunteers may be issued walkie-talkies, remote controls or voice electronics through a check-out procedure. During the course of working, if something should fall into ill repair, make a leader aware. If it is determined that the surroundings/equipment were damaged beyond reasonable wear and tear, or an issued item is not returned, the volunteer will be held responsible for repair or replacement of equipment due to damage or loss. If the volunteer is a minor, the volunteer's parent/guardian will be contacted and held responsible. We do not wish to impair the operation of the fundraiser, nor mar the experience of the fundraiser for patrons.

There may be rare instances that the house will operate LONGER than anticipated. We would appreciate parents waiting for their children in the gym. Removing your children during their performance presents hardship to others volunteering, and decreases the quality of experience our paying customers receive, and may affect future/return business due to the House not keeping its commitment.

Actions inconsistent with the *Volunteer Code of Conduct* may result in the immediate removal of the person acting as a volunteer for this fundraiser. Complaints from customers and workers will be investigated; offenders will be identified, and may be immediately removed from the fundraising activity. The staff of the Hubertus House of Horror feels that having this *Volunteer Code of Conduct* intact will make the Hubertus House of Horror a more enjoyable place for both those volunteering at the fundraiser, as well as for those attending the Hubertus House of Horror. Thank you in advance for your participation and understanding.

Signature : _____ Date: _____

Printed Name: _____

Parent Signature (if Volunteer is minor) _____ Date: _____

Printed Name: _____

THANK YOU!

(White-file, Yellow-Volunteer)