



ACTOR ' S HANDBOOK
2019



STONEY POINT TRAIL OF TERROR

ONLINE ACTOR HANDBOOK

What is the Trail of Terror?

The Trail of Terror (T.O.T) is the highest-ranked amateur haunted attraction in Fayetteville!

The T.O.T began in 2003 for the purpose of raising money to purchase necessary equipment for the Stoney Point Fire Department to effectively serve the community. This is accomplished by volunteers like you coming out each year and putting on the best haunted attraction around.

What we expect of you.

We ask that you come out each night with an eagerness to work hard and **HAVE FUN!** We can accomplish this by asking each of you to follow the guidelines set forth in this handbook.

T.O.T ORGANIZATIONAL BREAKDOWN

- **OPERATIONS CHIEF** - This position is overall in charge of all areas of operation.
- **FX TEAM** - These personnel are essentially responsible for, but not limited to, all props, lighting and sound effects necessary to bring each scene to life and so much more.
- **SALES AND TICKETING** - These personnel are responsible for all money received from the sales of tickets, t-shirts, photos, concessions and our interactive paint ball attraction.
- **ZONE BOSSES** - The trail is broken down into 3 zones and each zone is assigned a Zone Boss. These personnel motivate our actors thus encouraging each one to put on the best show. They also serve as the direct link between the actors and Operations Chief.
- **MAKE-UP TEAM** - They ensure that all actors are outfitted with the proper costumes along with the application of the make-up needed to pull off the desired effect in each scene.
- **MEDICAL** - Handles all on-scene medical emergencies.
- **SECURITY** - Monitors the patrons at all times.
- **ACTORS** - You are who bring the trail to life each night! We could not have a successful trail without you!
- **FIRE WATCH/PARKING LOT** - Crowd control and fire safety for the T.O.T.

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ACTOR RESPONSIBILITIES AND SCHEDULE

Each night that you volunteer to work we hope that you do so with the desire to put on the best show ever. We want you stirring up more scares than the night before. **HAVE FUN!!!**

- Orientation is conducted prior to opening night to give each prospective actor the opportunity to walk through the trail and familiarize themselves with the different positions that will need to be filled each night.
- ALL actors are required to complete our on-line registration, attend orientation and provide proof of age.
- Orientation **sign-in** begins at 6:00 pm and will conclude by 7:00 pm.
- Orientation presentation will run from 7:00 pm and end at approximately 9:00 pm.
- All actors must be at least 14 years of age prior to be authorized to act on the trail.
- You are all asked to park at Stoney Point Elementary School on the nights you intend to work. From there you will be picked up by a fire department shuttle and brought to the fire department. The shuttle will begin running at 3:00 PM and will return you to your vehicle at Stoney Point Elementary School once you have been released for the evening. **DO NOT PARK** in front of the fire station! Parking is reserved for our patrons.
- Upon arrival you will be asked to gather at the volleyball court. **Please do NOT arrive prior to 3:00 pm.** Once you have in-processed for the evening you will need to remain on the property until the conclusion of that evening's events to allow for proper accountability of all personnel.
- You will be assigned a number which correlates to a position within the trail. This number is **EXTREMELY** important and is how you will be identified for the remainder of the evening.
- Once you have been assigned a number, you will then report to the fire bay where you will find a chair with that corresponding number. (Please DO NOT enter the interior of the station itself as it is still a full-functioning fire station during the event). That is where you will be asked to remain until the make-up team has finished outfitting you for that evening; it is also where you will put your personal effects. Your property will be safeguarded by designated personnel while you are on the trail itself.

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- Actors will then be called by their identifying numbers, one at a time, to the make-up room where you will be outfitted with a costume and make-up. You will be responsible for all parts of that costume throughout the remainder of the evening. DO NOT enter the make-up room unless directed to do so by a staff member.
- All costume items and props will then be collected at the conclusion of each evening and cleaned for use the next night of operation.
- Actors are required to wear dark, close-toed shoes at all times. This is for your safety.
- Actors are also encouraged to wear dark-colored clothing and dress in layers as the temperature changes throughout the evening.
- There will be limited concessions provided for the actors while you wait for the trail to begin each evening. You are encouraged to pack food for yourself or have someone bring you food as you are not permitted to leave the property until you have been signed out at the conclusion of the evening.

SHOW TIME!!!!

- Once all personnel have been outfitted for that night's trail, you will be broken into your designated zones and placed on the trail by your Zone Boss. He/she is now responsible for you until the conclusion of the night. **DO NOT** leave your scene without being cleared by your Zone Boss!!!
- Please refrain from rearranging scenes without first requesting permission from your Zone Boss. We welcome any and all suggestions you may have.
- **ALWAYS** stay in character! You never know who is watching.
- Throughout the night your Zone Boss will come through your scenes to check on each actor and provide assistance when needed such as bathroom breaks, medical needs, and problems within your scene or issues with patrons.
- Each actor will also be provided with water throughout the evening to help keep you hydrated. We do ask that you refrain from enjoying these items in front of the patrons as it takes away from the show.
- **THE USE OF PERSONAL CELLULAR DEVICES IS STRICTLY PROHIBITED.** Nothing ruins a good scare more than seeing actors on their phones. You are asked to leave all

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cellular phones in the bay at your assigned chair. Fire department personal are assigned to safeguard your belongings throughout the evening.

- Each room achieves their scares by different means such as: popping out from behind walls or props, a silent stare, a scream or even the use of a prop; but **NEVER** coming in direct physical contact with our patrons. Patrons are also restricted from touching the actors. With that being said however, on occasion you may trigger a person's natural "fight or flight" response which may result in the occasional accidental contact with our actors. If this occurs we ask that you take it as just that "accidental".
- On occasion however, there are patrons that do get a bit rowdy and may come in contact with our actors. If that occurs, we ask that you get the best possible description of the patron and alert your Zone Boss who will then handle the situation accordingly. Depending on the severity of the situation you will be given the opportunity to take necessary formal action. **ACTOR SAFETY IS OUR TOP PRIORITY.**
- In the case of an emergency, we ask that family members call the Stoney Point Fire Department directly at 910-424-0694. That is the most efficient way to get in contact with you once you have been placed on the trail to work for the evening. We ask that they **DO NOT** call your cell phones as you are asked **NOT** bring them onto the trail. If an emergency arises and we receive a call, the Operations Chief will be notified and he will take the necessary actions to appropriately check you out for the evening.
- Once the show is over and you are properly cleared, you will be provided a meal as our way of thanking for your hard work that evening.
- You are now free to go. **THANK YOU!!!**

EVACUATION PROCEDURES

- If at any time it is necessary to evacuate the trail, there are 3 very obvious methods to relay that to our actors and you will then be directed to gather at the volleyball court or "Rally Point" for accountability. You will know that it is necessary to evacuate by one of the following methods:
 - o First method - the Zone Boss will come through your scene and direct you to evacuate.
 - o Second method - the overhead interior house lights will turn on.
 - o Third method - there will be 3 long blasts from the air horn on a nearby fire truck.

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- Once evacuated, remain in the Rally Point and await further instructions.

Dismissal Policy

- We ask that you refrain from activity that may result in your immediate dismissal from the T.O.T such as drug or alcohol use.
- All behavioral issues will be addressed individually and handled accordingly with either a verbal warning, written warning or ultimately your dismissal from the event (at the discretion of the Operations Chief).

INCLEMENT WEATHER

- On days where it may rain, we encourage all personnel to check the social media sites or trail website for updates. If nothing has been posted, please report as usual and await further instruction from Operations Chief.

COMMUNITY SERVICE CREDIT

- All actors will receive 7 credit hours for each night worked. Community Service certificates will be prepared and ready for pick-up on 1 December. If you need to leave early on the night you work, you are subject to losing your credit hours for that night (at the discretion of the Operations Chief) as well leaving a hole in our show.

SOCIAL MEDIA

- Our Web site is UNDEADFD.COM.
- We are also on several different media sites such as Twitter, Instagram, and Facebook. We encourage you to use these sites to share your experience.
 - Twitter: [@undeadfd](https://twitter.com/undeadfd) #stonepointtrailofterror
 - Instagram: [stonepointtrailofterror](https://www.instagram.com/stonepointtrailofterror)
 - Facebook: [StoneyPointTrailofTerror](https://www.facebook.com/StoneyPointTrailofTerror)