



2023

EMPLOYEE HANDBOOK

Introduction

Welcome to AMS Haunted Attractions our goal is to create a fun and safe environment for our actors, staff, guests, and any one else who is in attendance at our functions. You are a key factor in accomplishing that goal, but it is imperative that you understand the following policies and procedures. AMS Haunted Attractions prides itself in being safe and creating a haunting experience like no other. These policies and procedures have been implemented to ensure the safety of everyone, and to protect AMS Haunted Attractions legally and civilly. These policies and procedures are here to make sure that all staff members are conducting themselves in a way that AMS Haunted Attractions can be proud of. We would like to welcome you to our team and ask that you please take the time to read this handbook in its entirety, and we welcome any questions you may have.

Chain of Command

OWNERS

MICHAEL THOMPSON AUSTIN GREEN SAMANTHA KNISKERN

FELICIA GREEN AMANDA THOMPSON

MANAGERS

Chelsea Canant, Kristin Hill, Ethan Prater, Oakland Prater, Jeniffer Schoenheit

TO ENSURE TIMELY EXECUTION OF ANY MATTER, ALL ACTORS, STAFF, AND VOLUNTEERS SHOULD OBSERVE THE CHAIN OF COMMAND. FAILURE TO OBSERVE THE CHAIN OF COMMAND WILL RESULT IN DISCIPLINARY ACTION AGAINST THE OFFENDER. MATTERS REGARDING ACTING OR GENERAL STAFFING SHOULD BE ADDRESSED TO THE ACTOR MANAGER, AND MATTERS REGARDING BUSINESS OR MARKETING SHOULD BE ADDRESSED TO THE MARKETING DIRECTOR/BUSINESS MANAGER.

VOLUNTEER/STAFF INFORMATION

ALL VOLUNTEERS WILL BE REQUIRED TO FILL OUT THE VOLUNTEER/STAFF INFORMATION SHEET AND KEEP THAT INFORMATION UP TO DATE IF IT CHANGES. ANY CHANGES IN INFORMATION ARE TO BE REPORTED TO THE BUSINESS MANAGER WITHIN 10 DAYS OF THE CHANGE, AND A FAILURE TO DO SO MAY RESULT IN A DISCIPLINARY ACTION BEING TAKEN AGAINST THE OFFENDER. THESE FILES WILL BE KEPT FOR UP TO ONE YEAR AFTER THE VOLUNTEER/STAFF MEMBERS SEPARATION FROM AMS HAUNTED ATTRACTIONS, AND WILL THEN BE PURGED FROM THE DATABASE. NO INFORMATION WILL BE DISSEMINATED TO OUTSIDE SOURCES WITHOUT THE EXPRESS CONSENT OF THE INDIVIDUAL. ALL VOLUNTEER AND STAFF PERSONAL INFORMATION WILL BE KEPT SAFE AND CONFIDENTIAL.

TRYOUTS

ALL ACTORS WILL BE REQUIRED TO ATTEND AUDITIONS HELD BY AMS HAUNTED ATTRACTIONS UNLESS THEY HAVE BEEN OTHERWISE ADVISED THAT THEY ARE EXEMPT FROM THE TRYOUTS. AFTER TRYOUTS ACTORS WILL BE NOTIFIED THAT THEY HAVE BEEN ACCEPTED ONTO THE AMS HAUNTED

ATTRACTIONS SCARE TEAM. ACTORS WHO AUDITION, BUT ARE NOT CASTED WILL NOT BE DIRECTLY CONTACTED.

ATTENDANCE POLICY

INTRODUCTION: STAFF AND VOLUNTEERS WITH AMS HAUNTED ATTRACTIONS ARE EXPECTED TO BE PRESENT FOR ANY FUNCTION IN WHICH THEY ARE SCHEDULED TO ATTEND. AMS MANAGEMENT UNDERSTANDS THAT THERE ARE TIMES THAT INDIVIDUALS MAY NOT BE ABLE TO ATTEND SCHEDULED FUNCTIONS, BUT IF MANAGEMENT SEES A TREND OF NON-ATTENDANCE OR TARDINESS REGARDLESS OF THE CIRCUMSTANCES THEN DISCIPLINARY ACTION WILL BE TAKEN TO PROTECT THE BEST INTEREST OF AMS HAUNTED ATTRACTIONS.

ABSENCES: ACTORS WHO ARE GOING TO BE ABSENT ARE EXPECTED TO NOTIFY THE MANAGEMENT IN A TIMELY MANNER. AMS VIEWS NO CALL NO SHOWS AND SAME DAY CALL OUTS AS UNACCEPTABLE. STAFF MEMBERS ARE CONSIDERED ABSENT IF THEY ARE NOT PRESENT 30 MINUTES AFTER THE HAUNT OPENS.

NO CALL NO SHOWS WILL BE IMMEDIATELY RELEASED OF THEIR POSITION AS A MEMBER OF THE AMS SCARE TEAM.

SAME DAY CALLOUTS WILL BE DEALT WITH CASE BY CASE, BUT IF IT IS DETERMINED THAT THE CALL OUT COULD HAVE BEEN MADE IN A MORE TIMELY MANNER THEN DISCIPLINARY ACTION WILL BE TAKEN AGAINST THE OFFENDER

TARDIES: ACTORS ARE EXPECTED TO ARRIVE AT THE HAUNT AT LEAST AN HOUR AND A HALF BEFORE OPENING TIME. ACTORS WHO ARE NOT PRESENT AT THIS TIME, BUT SHOW UP NO LATER THAN 30 MINUTES AFTER THE HAUNT OPENS WILL BE CONSIDERED TARDY. ACTORS WHO ARE TARDY WITHOUT REASON AND WITHOUT CONTACTING MANAGEMENT WILL HAVE DISCIPLINARY ACTION TAKEN AGAINST THEM. IF MANAGEMENT NOTICES A PATTERN OF TARDINESS THEN THE STAFF MEMBER OR VOLUNTEER MAY BE DISMISSED FROM THEIR POSITION WITH THE AMS SCARE TEAM

EARLY OUTS: ACTORS WHO LEAVE EARLY WITHOUT ADVISING MANAGEMENT WILL BE CONSIDERED ABSENT. ACTORS WHO LEAVE WITHIN THE FIRST 1.5 HOURS OF OPENING WILL BE CONSIDERED ABSENT. IF AN ACTOR MUST LEAVE EARLY THEY MUST ADVISE MANAGEMENT PRIOR TO THE OPENING OF THE HAUNT, AND IF THAT ACTOR IS IN A LEAD ROLE THEN THEY WILL BE TEMPORARILY REASSIGNED FOR THAT NIGHT. IF MANAGEMENT NOTICES A PATTERN OF EARLY OUTS THEN THE STAFF MEMBER OR VOLUNTEER MAY BE DISMISSED FROM THEIR POSITION WITH THE AMS SCARE TEAM.

WALK THROUGHS: ANY TEAM MEMBER WHO IS CONSIDERED AN UNSCHEDULED ABSENCE, UNSCHEDULED TARDY, OR AN EARLY OUT WILL BE CHARGED IF THEY WISH TO WALK THROUGH THE HAUNT AS A PATRON. IN ADDITION IF THIS OCCURS THE TEAM MEMBER MAY FACE DISCIPLINARY

ACTION. ACTORS WHO ARE SCHEDULED OFF, BUT WISH TO WALK THROUGH THE HAUNT AS A PATRON WILL HAVE TO EITHER USE ONE OF THEIR COMPLEMENTARY TICKETS, OR PAY THE PRICE OF ADMISSION.

SIGNING IN AND OUT: UPON ARRIVAL, ALL ACTORS SHALL SIGN IN AT THE TICKET BOOTH, AND UPON DEPARTURE SHALL SIGN OUT. THIS PROCESS SHALL BE COMPLETED ON THE AMS ROSTER FORM.

AMS HAUNTED ATTRACTIONS ACTOR SIGN IN SHEET

DATE:

NAME

TIME IN

TIME OUT

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

ROLES AND ASSIGNMENTS

ALL ROLES AND SCENE ASSIGNMENTS ARE DECIDED BY THE AMS MANAGEMENT TEAM. ACTORS ARE TO REMAIN IN THEIR ASSIGNED ROLES OR SCENES UNLESS DIRECTED DIFFERENTLY BY MANAGEMENT. IF AN ACTOR WISHES TO BE REASSIGNED THEY MUST SEEK APPROVAL OF THE MANAGEMENT ON DUTY AND THE REASSIGNMENT WILL BE EVALUATED AT THAT TIME. ACTORS WHO ARE NOT IN THEIR ASSIGNED ROLES OR SCENES WILL HAVE DISCIPLINARY ACTION TAKEN AGAINST THEM.

PROPS/ SETS

ACTORS ARE NOT PERMITTED TO USE ANY PROPS UNLESS IT HAS FIRST BEEN APPROVED BY MANAGEMENT. IF AN ACTOR IS CAUGHT USING AN UNAPPROVED PROP THEY WILL HAVE DISCIPLINARY ACTION TAKEN AGAINST THEM. IF AN ACTOR DAMAGES A PROP THAT BELONGS TO AMS HAUNTED ATTRACTIONS, THEY MUST IMMEDIATELY REPORT THE DAMAGE TO THE MANAGER ON DUTY. IF IT IS DETERMINED THAT THE PROP WAS DAMAGED DUE TO THE CARELESSNESS OF THE ACTOR, THEN THE ACTOR WILL BE RESPONSIBLE FOR ALL COSTS TO REPAIR OR REPLACE THE PROP.

ACTORS ARE NOT PERMITTED TO CLIMB, JUMP OFF OF, OR OTHERWISE USE SETS OR PIECES OF SETS UNLESS THEY HAVE BEEN INSTRUCTED TO DO SO BY MANAGEMENT. IF AN ACTOR DAMAGES A SET OR PIECE OF A SET, THEN THEY

WILL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH REPAIRING OR REPLACING THE SET OR SET PIECE.

IF ANY SET OR PROP BECOMES DAMAGED BY A GUEST, THEN THE ACTOR IN THAT SCENE MUST NOTIFY MANAGEMENT OF THE DAMAGE, SO THAT IT CAN BE REPAIRED OR REPLACED. MANAGEMENT SHOULD BE NOTIFIED QUICKLY OF ANY DAMAGES CAUSED BY GUESTS SO THAT THEY CAN BE IDENTIFIED AND HELD ACCOUNTABLE IF THE DAMAGE WAS CAUSED BY INTENTIONAL OR RECKLESS ACTIONS OF THE GUEST.

DRESS CODE

FRONT OF HOUSE STAFF: STAFF MEMBERS WHO ARE ASSIGNED TO THE FRONT OF THE HOUSE ARE EXPECTED TO MAINTAIN A PROFESSIONAL APPEARANCE.

THOSE ASSIGNED TO THE FRONT OF THE HOUSE ARE EXPECTED TO WEAR NEATLY GROOMED HAIR, DISPLAY GOOD PERSONAL HYGIENE, AND DRESS PROFESSIONALLY. THE FOLLOWING ARE UNACCEPTABLE FORMS OF CLOTHING:

PAJAMAS, JEANS WITH LARGE TEARS OR RIPS, SHIRTS WITH RIPS OR TEARS.

FRONT OF HOUSE STAFF MAY WEAR JEANS AND T-SHIRTS, BUT SHIRTS MUST NOT HAVE ANYTHING ON THEM THAT PROMOTES ANOTHER HAUNTED ATTRACTION, VULGARITY, OR DRUGS/ALCOHOL USE.

ACTORS: MOST ACTORS WILL HAVE AN ASSIGNED COSTUME AND WILL BE EXPECTED TO WEAR THAT COSTUME WHILE ACTING, HOWEVER IF AN ACTOR IS NOT ASSIGNED A SPECIFIC COSTUME, THEN THEY SHOULD WEAR A BLACK OR WHITE T-SHIRT AND DARK COLORED PANTS. UNLESS OTHERWISE INSTRUCTED

BY MANAGEMENT, ACTORS MAY NOT AT ANYTIME WEAR SHORTS. ACTORS MUST WEAR CLOSED TOED SHOES AT ALL TIMES.

ANY ACTOR, STAFF MEMBER, OR VOLUNTEER WHO DRESSES CONTRARY TO THIS POLICY MAY BE REMOVED FROM THEIR ASSIGNED ROLE UNTIL THE DRESS CODE VIOLATION IS RESOLVED. IF AN INDIVIDUAL FREQUENTLY BREAKS THE DRESS CODE, THEN DISCIPLINARY ACTION MAY BE TAKEN AGAINST THAT PERSON.

CELL PHONES

ACTORS ARE ALLOWED TO BRING CELL PHONES WITH THEM TO THE HAUNT. ACTORS WILL BE PERMITTED TO KEEP THEM IN THEIR POSSESSION WHILE IN THE HAUNT, BUT THEY MUST REMAIN PUT UP AND ON SILENT. THE USE OF CELL PHONES WILL BE RESTRICTED TO THE FOLLOWING CIRCUMSTANCES.

CELL PHONES MAY BE USED IN THE EVENT OF AN EMERGENCY
CELL PHONES MAY BE USED DURING BREAK PERIODS
CELL PHONES MAY BE USED ANYTIME PRIOR TO THE HAUNT OPENING AS LONG AS IT DOES NOT DISTRACT THE USER FROM THEIR PRE-OPENING DUTIES.
CELL PHONES MAY BE USED ANYTIME AFTER THE HAUNT CLOSSES.

ANY ACTOR OBSERVED BY MANAGEMENT USING THEIR PHONE CONTRARY TO THIS POLICY WILL BE GIVEN A VERBAL WARNING, AND THEN THE ACTOR WILL BE ASKED TO SURRENDER THE PHONE FOR THE REMAINDER OF THE NIGHT. THE ACTOR WILL BE ABLE TO CLAIM THEIR PHONE AFTER THE HAUNT CLOSSES. ANY ACTOR WHO REFUSES TO SURRENDER THEIR PHONE WILL BE REMOVED FROM THEIR ASSIGNED DUTY, AND DISCIPLINARY ACTION WILL BE TAKEN AGAINST THAT PERSON. IF AN ACTOR IS FREQUENTLY IN VIOLATION OF THIS RULE THEY MAY BE BANNED FROM BRINGING A CELL PHONE INTO THE HAUNT.

STAFF MEMBERS AT THE FRONT OF THE HOUSE WILL BE ALLOWED TO USE THEIR CELL PHONES AT ANY TIME NECESSARY SO LONG AS IT DOES NOT DISTRACT THEM FROM THEIR ASSIGNED DUTY. ANY MEMBER OF THE STAFF THAT IS

FOUND TO BE IN VIOLATION OF THIS POLICY WILL BE HANDLED IN THE SAME MANNER LISTED ABOVE FOR ACTORS.

CODE OF CONDUCT

AMS HAUNTED ATTRACTIONS PRIDES ITSELF IN BEING PROFESSIONAL AND FAMILY FRIENDLY, AND HOLDS ITS ACTORS, STAFF MEMBERS, AND VOLUNTEERS TO THE FOLLOWING CODE OF CONDUCT.

ANYONE ON THE AMS SCARE TEAM IS EXPECTED TO ACT PROFESSIONALLY AT ALL TIMES WHEN GUESTS ARE PRESENT AT THE HAUNT. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

NO USE OF FOWL OR VULGAR LANGUAGE.

NO SPEAKING OF ISSUES THAT ARE INTERNAL TO AMS

NO ARGUING, FIGHTING, OR OTHERWISE CONFRONTATIONAL BEHAVIOR TOWARDS GUESTS OR OTHER SCARE TEAM MEMBERS

NO DRUG USE OR ALCOHOL USE AT ALL WILL BE PERMITTED WHILE ON AMS PROPERTY

NO ACTOR OR STAFF MEMBER WHO IS IMPAIRED WILL BE ALLOWED TO WORK AT AMS HAUNTED ATTRACTIONS

ANY MEMBER OF THE AMS SCARE TEAM WHO IS FOUND TO BE SPEAKING NEGATIVELY OF ANOTHER HAUNTED ATTRACTION OR ITS ACTORS WILL BE IMMEDIATELY RELIEVED OF THEIR POSITION WITH AMS HAUNTED ATTRACTIONS.

MEMBERS OF THE AMS SCARE TEAM REPRESENT AMS HAUNTED ATTRACTIONS AT ALL TIMES ON AN OFF PROPERTY. IF ANYONE WHO IS PART OF THE AMS SCARE TEAM CONDUCTS THEMSELVES IN A WAY THAT SHEDS NEGATIVE LIGHT ON AMS HAUNTED ATTRACTIONS, REGARDLESS OF WHEN OR WHERE THE INCIDENT TOOK PLACE, THE PERSON WILL BE RELIEVED OF THEIR DUTIES.

AMS HAUNTED ATTRACTIONS MANAGER

ROLE DESCRIPTION

As a manager with AMS Haunted Attractions you will be expected to do the following:

- Respond to all reasonable requests made by owners
- Be the direct supervisor of actors and handle issues with them either internally or externally
- Ensure that all actors are following actor rules and are presenting themselves in a manner that is favorable to AMS Haunted Attractions.
- Handle any issues with actors, and notify ownership
- If there is a disciplinary issue with any actor the following steps should be taken
 - If the issue is minor
 - counsel the actor on the issue
 - Notify owners of the issue and that you have counseled the actor
 - If the issue is major or on going after being counseled
 - Notify owners first of the issue and follow their directions on handling the issue
- You may be asked your opinion on whether an actor should be dismissed or not, but you will never be asked nor do you have the authority to dismiss an actor due to disciplinary issues as this will be left to the discretion of the owners.
- You will be expected to attend meetings with the owners to discuss actor issues, future events, and other important information. None of the information shared in these meetings should be disseminated or discussed with anyone else without consent from the owners.
- You may be asked to organize or oversee a project; however, decisions with that project will still be approved by the owners. Before any project/ portion of any project is started or changed the owners must first be notified of the new project or change to the current project, and give their approval.
- You may be asked to conduct training with one or numerous actors to ensure that AMS Haunted Attractions remains a quality haunting experience for everyone.
- If for any reason the owners feel that you are unable to successfully complete your role as manager you can be dismissed from this position without cause by a vote of the owners.
- If you have a dispute with an owner that you feel is unable to be settled between the two of you, then it will be brought before all the owners and a resolution will be determined by the remaining owners.

AMS HAUNTED ATTRACTIONS MAKE-UP/COSTUME TEAM LEAD

ROLE DESCRIPTION

As a team lead with AMS Haunted Attractions you will be expected to do the following:

- Respond to all reasonable requests made by owners
- Ensure that all actors are following actor rules and are presenting themselves in a manner that is favorable to AMS Haunted Attractions.
- Handle any issues with actors, and notify the appropriate manager
- If there is a disciplinary issue with any actor the following steps should be taken
 - If the issue is minor
 - counsel the actor on the issue
 - Notify appropriate manager of the issue and that you have counseled the actor
 - If the issue is major or on going after being counseled
 - Notify appropriate manager first of the issue and follow their directions on handling the issue
- You may be asked your opinion on whether an actor should be dismissed or not, but you will never be asked nor do you have the authority to dismiss an actor due to disciplinary issues as this will be left to the discretion of the owners.
- You will be expected to attend meetings with the owners to discuss actor issues, future events, and other important information. None of the information shared in these meetings should be disseminated or discussed with anyone else without consent from the owners.
- You may be asked to organize or oversee a project; however, decisions with that project will still be approved by the owners. Before any project/ portion of any project is started or changed the owners must first be notified of the new project or change to the current project, and give their approval.
- You may be asked to conduct training with one or numerous actors to ensure that AMS Haunted Attractions remains a quality haunting experience for everyone.
- If for any reason the owners feel that you are unable to successfully complete your role as manager you can be dismissed from this position without cause by a vote of the owners.
- If you have a dispute with a manager then it will be brought to the owners, and they will have the ultimate decision on whatever the issue may be.

Make-up/Costume team leader specific duties

- **You will be directly responsible for maintaining the cleanliness and organization of the make-up/costume room**
- You will be responsible for ensuring that all actors are following the rules laid out in the handbook regarding make-up, costumes, and behavior in the dressing/make-up area.
- You will be responsible for ensuring that all actors have the appropriate costume and make-up done in a timely manner.
- You are allowed to solicit additional assistance, but you will be responsible for ensuring they are properly trained on our costume and make-up procedures
- You will be responsible for ensuring that we are stocked on all needed make-up and costume items, and if any make-up or costume items are low you will notify one of the owners, so that they can restock said item.
- You will be expected to communicate with owners and managers to ensure that make-up and costumes are consistent with set theme and design.

COMPLEMENTARY TICKETS

ALL ACTORS WILL BE GIVEN TWO COMPLIMENTARY PASSES TO THE HAUNT FOR THAT SEASON. ACTORS CAN GIVE THESE PASSES TO ANYONE THEY WISH. ACTORS WILL NOT BE ISSUED ADDITIONAL PASSES AFTER THEY HAVE USED THEIR TWO. ACTORS WHO WISH TO ATTEND THE HAUNT AS A PATRON MUST DO SO ON A NIGHT THEY ARE NOT SCHEDULED TO WORK, AND MUST EITHER USE ONE OF THEIR COMPLIMENTARY PASSES OR PAY THE PRICE OF ADMISSION. IF ACTORS CHOOSE TO ATTEND THE HAUNT AS A PATRON, THEY ARE STILL EXPECTED TO UPHOLD THE AMS CODE OF CONDUCT AND THE RULES THAT ARE IN PLACE FOR PATRONS. ACTORS WHO ATTEND THE HAUNT AS A PATRON SHALL NOT FOR ANY REASON DISTRACT OTHER ACTORS IN THEIR SCENES, OR LOITER INSIDE THE HAUNT. ACTORS WHO ATTEND AS A PATRON SHALL ALSO FOR NO REASON TAKE AWAY FROM THE HAUNT EXPERIENCE FOR OTHER CUSTOMERS.

COMPLAINTS

ANY COMPLAINTS REGARDING AN ACTOR OR TEAM MEMBER WILL BE INVESTIGATED BY THE AMS MANAGEMENT TEAM. IF THE COMPLAINT IS FOUND TO BE LEGITIMATE, THEN APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN. COMPLAINTS WILL BE LOGGED ON OUR INCIDENT REPORT FORM, AND DISCIPLINARY ACTION WILL BE LOGGED ON OUR DISCIPLINE REPORT FORM.

AMS HAUNTED ATTRACTIONS

DISCIPLINARY LOG

Actor Name:

Date and Time:

Management Name:

Why was disciplinary action taken against this actor?

What form of disciplinary action was taken against this actor?

Does this actor have any other disciplinary actions against them in this calendar year?

Based on the totality of the circumstances do you (the manager) feel that this actor should be dismissed from their role with AMS Haunted Attractions. (If "YES" please explain why in the manager notes section of this form.)

Actor notes regarding the disciplinary action taken against them.

Management notes regarding the disciplinary action taken.

Owner notes regarding the disciplinary action taken.

Actor Signature:

Management Signature:

Owner Signature:

AMS Haunted Attractions *Incident Report*

Name: _____ Date/time _____

Location: Indoor Outdoor Front of house Parking

Incident type: Medical Security Fire Other *(explain other)*

Did this incident involve a guest? Yes/No (If no skip next section)

Guest Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____

Date of Birth: _____ Age: _____

If under 18 provide parent name and number on line below.

Was a guardian notified? Yes/ No *(explain if no)*

Narrative

BREAKS

ACTORS ARE ENCOURAGED TO EAT PRIOR TO ARRIVING AT THE HAUNT, AND TO BRING SNACKS WITH THEM TO TAKE TO THEIR SCENES. IN AN EFFORT TO KEEP THE SCARE ALIVE ACTORS WILL NOT BE ALLOWED TO PATRONIZE ANY VENDORS ONCE THE HAUNT IS OPEN. ACTORS SHOULD ALSO ENSURE THEY STAY HYDRATED AND BRING THEIR OWN WATER CONTAINER WITH A LID.

IN THE EVENT AN ACTOR NEEDS TO LEAVE THEIR SCENE FOR A SHORT PERIOD OF TIME (i.e. go to bathroom, take a breather), THEN THEY NEED TO NOTIFY THE NEAREST SUPERVISOR AT AN APPROPRIATE TIME, AND MAKE SURE TO RETURN TO THEIR SCENE QUICKLY.

DISCIPLINARY ACTION MAY BE TAKEN AGAINST ANY ACTOR WHO TAKES EXCESSIVE BREAKS.

MAKE-UP/ DRESSING ROOM

IT IS THE RESPONSIBILITY OF ANY ACTOR USING THE MAKE-UP ROOM TO ENSURE THAT IT REMAINS NEAT AND TIDY.

THERE IS TO BE NO LOITERING IN THE MAKE-UP ROOM. IF YOU ARE NOT GETTING MAKE-UP DONE, OR WAITING TO GET MAKE-UP DONE THEN YOU SHOULD NOT BE IN THE MAKE-UP ROOM.

IF THE MAKE-UP ROOM IS BEING ABUSED, THEN MANAGERS RESERVES THE RIGHT TO CLOSE DOWN THE MAKE-UP ROOM. IN AN EFFORT TO BE INCLUSIVE, AMS HAUNTED ATTRACTIONS WILL PROVIDE TWO GENDER NEUTRAL DRESSING ROOMS. ONLY ONE PERSON AT A TIME IS TO BE IN THE DRESSING ROOM, REGARDLESS OF GENDER. A VIOLATION OF THIS RULE WILL BE CONSIDERED A SERIOUS OFFENSE AND WILL RESULT IN DISCIPLINARY ACTION.

No one should engage in wasteful use of makeup at any time. If this is observed the individual may be required to reimburse AMS for the wasted make-up.

DISCIPLINARY ACTION MAY BE TAKEN AGAINST ANYONE VIOLATING THIS POLICY.

OPENING AND CLOSING

OPENING: IT WILL BE EACH ACTOR'S RESPONSIBILITY TO MAKE SURE THEY HAVE THEIR COSTUME ON AND MAKE-UP DONE PRIOR TO OPENING THE HAUNT. EACH ACTOR WILL BE RESPONSIBLE FOR THEIR SCENE, AND MAKING SURE THAT ALL LIGHTS, SPECIAL EFFECTS, AND ANY OTHER PART OF IT IS PROPERLY FUNCTIONING. ACTORS WILL BE RESPONSIBLE FOR CONDUCTING A SAFETY CHECK OF THEIR SCENE TO ENSURE THAT NOTHING IN THE SCENE HAS BECOME DANGEROUS FOR ACTORS OR PATRONS. IF SOMETHING IS NOT FUNCTIONING OR SOMETHING HAS BECOME A SAFETY HAZARD ACTORS SHOULD IMMEDIATELY REPORT THIS TO THE PROPER TEAM MEMBER TO ENSURE IT GETS FIXED PRIOR TO OPENING THE HAUNT.

CLOSING: IT WILL BE THE RESPONSIBILITY OF EACH ACTOR TO ENSURE THEIR SCENE IS FREE OF TRASH AND OTHER NON-DECORATIVE DEBRIS PRIOR TO CLOSING THE HAUNT. AT THE CONCLUSION OF EACH NIGHT ACTORS SHALL REMAIN IN THEIR SCENES UNTIL THEY ARE RELEASED BY A MEMBER OF MANAGEMENT, AND THEN THEY SHALL PROCEED TO THE DESIGNATED MEETING PLACE TO ATTEND THE POST HAUNT MEETING. ACTORS WILL ALSO BE RESPONSIBLE FOR MAKING SURE ANY BATTERY OPERATED PROPS, LIGHTS, OR OTHER EFFECTS ARE TURNED OFF PRIOR TO LEAVING THE SCENE. ACTORS SHOULD ALSO CHECK THEIR SCENE FOR ANY NEW DAMAGE THAT MAY HAVE BEEN CAUSED THROUGH THE COURSE OF THE NIGHT, AND NOTIFY THE PROPER TEAM MEMBER OF THIS DAMAGE, SO THAT IT MAY BE REPAIRED.

ACTOR/STAFF MEETINGS

UNLESS OTHERWISE EXCUSED BY MANAGEMENT, ACTORS MUST ATTEND ALL MEETINGS AND REHEARSALS. MISSING MEETINGS AND REHEARSALS WILL RESULT IN DISCIPLINARY ACTION.

MEDIA RELEASE /INFO DISSEMINATION

NO ACTOR, VOLUNTEER, OR STAFF MEMBER SHALL DISSEMINATE ANY INFORMATION TO MEDIA OR OTHER THIRD PARTIES ON BEHALF OF AMS HAUNTED ATTRACTIONS WITHOUT FIRST SEEKING APPROVAL OF THE AMS OWNERS. A VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION.

ALL MEMBERS OF AMS STAFF AND VOLUNTEERS SHALL SIGN A MEDIA RELEASE FORM PRIOR TO PARTICIPATING IN ANY ACTIVITIES SPONSORED BY AMS HAUNTED ATTRACTIONS.

MEDIA CONSENT FORM

THROUGHOUT THE YEAR YOUR PICTURE MAY BE TAKEN OR YOU MAY APPEAR IN VIDEOS CAPTURED BY VARIOUS PHOTOGRAPHERS OR OTHER REPRESENTATIVES OF AMS HAUNTED ATTRACTIONS. BY SIGNING THIS FORM YOU AGREE TO HAVE YOUR PHOTOGRAPH TAKEN OR TO BE PRESENT IN VIDEOS WHICH MAY BE USED IN MARKETING MATERIALS OR RELEASED ON SOCIAL MEDIA PLATFORMS (i.e. FACEBOOK, INSTAGRAM, TIKTOK, ETC.).

I CONSENT

I DO NOT CONSENT

NAME: _____

(PRINT)

SIGNATURE: _____

DATE: _____

(IF UNDER 18 PARENT SIGNATURE REQUIRED)

PARENT NAME: _____

(PRINT)

SIGNATURE: _____

DATE: _____

SOCIAL MEDIA

NO AMS STAFF MEMBER, VOLUNTEER, OR ACTOR SHALL BE PERMITTED AT ANYTIME TO RELEASE VIDEO OR PHOTOGRAPHS TAKEN INSIDE THE HAUNT ON SOCIAL MEDIA OR ELSEWHERE WITHOUT THE CONSENT OF THE OWNERS.

NO AMS STAFF MEMBER, VOLUNTEER, OR ACTOR SHALL MAKE ANY POSTS ON SOCIAL MEDIA THAT WOULD POORLY REFLECT ON AMS HAUNTED ATTRACTIONS OR ITS ASSOCIATES.

Actor Camp

Upon arrival at the Haunt all actors shall immediately report to actor camp, and shall not leave actor camp unless approved by management. Actors shall Sign in and out at actor camp each night. At no point should actors be in the front of house, Inside the haunt, or in any other areas open to the public prior to being dismissed from Actor Camp by Management. Once actors are dismissed from Actor Camp, all actors shall immediately report to their assigned area for the night.

Any actor who arrives after opening, then they should report to the ticket booth instead of actor camp.

Any actor violating this policy will be appropriately disciplined.

Employee/ Actor Pay

AMS Management has determined the following pay scale to apply to all employees of AMS Haunted Attractions. The following pay scale is based on attendance. This Pay Scale is non-negotiable. Pay will be based on actors who sign-in. If an employee leaves more than 30 minutes before closing will not be counted as present. If an employee takes an excessive break or an excessive amount of breaks they will not be counted as present for the night. Employees are not paid for attending meetings, however meetings are mandatory for all actors who wish to be paid. Employees will be paid at the end of season celebration, and actors who are not able to attend this celebration will have 2 weeks to claim their money or it will be forfeited.

1-3 Nights- Volunteer (not paid)

4-6 Nights- 50.00

7-9 Nights-150.00

10-12 Nights-220.00

13-15 Nights-280.00

Perfect Attendance-300.00 (total of 17 nights including julyfest, back to school, sundays, and blackout)

Management Members will receive a \$50.00 bonus for their leadership roles.

SUBJECT TO CHANGE

AMS HAUNTED ATTRACTIONS MANAGEMENT RESERVES THE RIGHT TO MAKE ADDITIONS, SUBTRACTIONS, AND ANY OTHER ALTERATIONS TO THESE POLICIES AND PROCEDURES AT ANYTIME THEY DEEM NECESSARY WITHOUT GIVING ADVANCE NOTICE OF THE CHANGE.