

The Last Carnival Handbook



Updated: 2024

The Last Carnival Handbook

A Production of
Backwoodz Oddities

Haunt Map



● = Fire Extinguishers

● = Emergency Exits

● = First Aid Kits

■ = Porta Potty

Zone #1 Main Building

Zone #2 Clown House/ CarnieTown

Zone #3 2 rooms/ Maze/ Exit



Main Building Scenes

- | | |
|------------------|-----------------|
| 1. Candy Stand | 6. Asylum |
| 2. Kitchen | 7. Doll Room |
| 3. Freezer | 8. Mama's Room |
| 4. Oddities Room | 9. Kiddissare |
| 5. Med Tent | 10. Boiler Room |

Zones and Zone Leaders

Zone Leaders	Zones
Cyrus	Zone 1 - Main Building
Terry	Zone 2 - Clown House / Carnie Town
Jerry	Zone 3 - Maze / 2 Rooms / Evilyn

ALL ZONE LEADERS WILL HAVE RADIOS

During active haunt hours, Zone Leaders will be roaming throughout their designated Zones and performing in the Queue Line.

On an average night, you should see your Zone Leader approximately every 20 - 40 minutes, but please allow for unforeseen variables.

Phone Numbers

Emergency Numbers

General Emergency Line

911

Huntington Township Fire Department

(740) 663-4100

Non-Emergency Numbers

Ross County Sheriff

(740) 773-1185

Pike County Sheriff

(740) 947-2111

Service Numbers

Chillicothe Fire & Security (Fire Extinguishers)

(740) 775-3473

A1 Septic Services (Port-A-Potties)

(740) 703-6066

Rumpke Waste & Recycling (Trash)

(800) 828-8171

Haunt Numbers

Kim Shell (Owner/General Manager)

(740) 703-1359

Alan Shell (Construction Manager)

(740) 708-2381

Melissa Shell (Property Manager)

(937) 527-0354

Codes

Freeze

The Freeze Code makes all actions stop, period. Use this code in the event of a patron being violent, aggressive, or inappropriate. Break character, call out, "Freeze!" and stop your scene. Actors from the neighboring scenes (within earshot) will stop their scenes as well, and may come to assist you.

After using the Freeze Code, direct the patron to the nearest exit. If they go willingly and don't cause any further problems, simply follow them through and out of the haunt. Continue to use the Freeze Code as you pass through scenes. You should notify your Zone Leader of the occurrence. The Zone Leader will see that the patron is escorted from the property.

Medic

The Medic Code makes all actions stop, in your scene only. Use this code if at any time you have a patron who needs to exit the haunt and/or requires medical attention. Break character, call out, "Medic!" and stop your scene.

After using the Medic Code, direct the patron to the nearest exit. Use your best judgement to gauge the severity of the situation. If this is a minor issue, you should just follow the last group of patrons through to the nearest exit. If this is a serious emergency, you should immediately escort the patron to the nearest exit, using the Medic Code as you pass through scenes. Notify your

Zone Leader of the occurrence. Once outside, if the patron requires medical attention, follow the instructions listed in our First Aid Guide. For serious medical emergencies, dial 911.

Code Red

Code Red causes all actions to stop, period. This is an evacuation code, specifically in the event of a fire. We don't want to scream, "Fire!" in a crowded building, as doing so would incite panic and potentially cause injuries. Break character, call out, "Code Red!" and stop your scene.

Proceed to safely and calmly evacuate everyone in your area to the nearest exit, using Code Red as you pass through scenes. Notify your Zone Leader of the occurrence. Once everyone is safely outside, the fire can be dealt with. In the event of a minor fire, you may follow the instructions listed in our Fire Extinguishers Guide. In the event of a more serious fire, call the Huntington Township Fire Department (number listed in front of this book) or dial 911.

Code Purge

Break character and call "Code Purge" to alert nearby scenes of someone sick in your scene. Offer the patron an emesis bag and ask if they would like to exit. If they would like to leave guide them to the nearest exit. Inform your zone leader of the occurrence so that it can be cleaned up. Emesis bags will be located in certain scenes as well as with first aid kits.

Send in the Clowns

This code is called by management ONLY! “Send in the clowns” is not an emergency code, but a code signaling the need for a much faster pace of patrons being sent through the haunt. This code is mostly used to clear the line of general admission patrons prior to Hell Night.

When “Send in the Clowns” is called, you are to remain in character and run your scene as quickly as possible. You may need to resort to simpler scares or gags, depending on your scene. To allow for a faster flow, you should pin open any doors or curtains in your area and remove or set aside any items that are normally used to slow groups down. This code will remain in effect until otherwise notified.

Safety

Scene Check

When you first get into your scene, walk around and check for any issues. This is a very important and necessary task to not only keep the haunt running smoothly and safely, but also looking its best for the patrons. Trash and empty bottles really kill the vibe.

Look for trash (throw it away!), tripping hazards (move them!), broken or malfunctioning props/mechs, and structural soundness.

Look at the wall panels and make sure they are still solid and that no nails or screws got worked loose. Notify Alan or Kim of any structural issues or issues with props/mechs immediately.

Hydration

Staying hydrated is very important. Bottled water will be provided. Caffeinated drinks can cause or worsen dehydration and should be used with caution.

Hearing Protection

You may be exposed to loud noises in your scene. If you are acting in a scene where noise is a known issue, earplugs will be provided to you. Please see Mary in the Costume Locker for these.

Stay Alert

Be aware of your surroundings and your body positioning. Do not stand too close to patrons. Do not position yourself in any potentially dangerous predicament.

Fight, Flight, Freeze

Be aware of the patrons' body language. Fear generally causes a fight, flight, or freeze response in humans.

Some people are more prone to the fight response vs the flight or freeze responses. This is normal, instinctive, and generally not cause for alarm. These customers are likely to strike out and need to be given plenty of room.

However, if someone strikes out and you feel this is done intentionally, not instinctively, execute the Freeze Code.

Aggression and Inappropriate Conduct

If a patron makes any unwanted or aggressive advances, execute the Freeze Code.

Patron Emergencies

Listen to the patrons. Many of them will say things like, "You scared me so bad I almost had a heart attack!" or "I think I am going to die!" These are just generalized expressions of fear, and not cause for alarm.

However, if a patron says something expressing physical distress, stop what you are doing and ask them if they need an exit or if they require medical attention. Examples of these statements include: "I can't breathe." or "I am feeling lightheaded." or "My chest hurts." If the patron states that they need assistance or an exit, execute the Medic Code. Once outside, if the patron states that they require medical attention, follow the instructions listed in our First Aid Guide. For serious medical emergencies, dial 911.

Staff Emergencies

In the event of a seriously injured actor or member of haunt staff, their chosen emergency contact should be notified. Please note that your emergency contact should ideally be someone who is not related to the haunt. We already know to notify your loved ones who are fellow haunters.

A list of staff members' emergency contacts will be kept in the Ticket Booth. Kim's Actor Check-In Log, which details what Zone each actor was originally sent to, will also be kept in the Ticket Booth.

Power Outage

In the event of a power outage, stop your scene and tell the customers to stay put. Do not let the patron leave your scene or wander about. Once the power is restored, resume your scene and continue on as normal. You will be notified if a power outage is cause for evacuation. This would be the result of a more serious

problem, such as a downed power line, causing power to be out for an extended amount of time.

Fire Safety

At the beginning of each night, make sure that you know where the nearest fire extinguisher is located. Not all scenes will have extinguishers, but they are strategically placed to be accessible throughout the haunt.

If your scene does have a fire extinguisher then you are considered a first responder in the event of a fire. If you have immediate access to a fire extinguisher, you will also be issued a radio for safety.

Fire Extinguisher Locations (non-scene):

- Costume locker

Fire Extinguisher Locations (scene):

- Candy Stand (Main Building entrance)
- Boiler Room (Main Building exit)
- Old 2
- New 2
- Clown House
- Mercantile
- Funeral Home
- Evilyn
- Boo Hole

These locations are indicated on the **Haunt Map**.

If you use a fire extinguisher, you must notify your Zone Leader immediately. Fire extinguishers have to be refilled after each use, so a used extinguisher should be removed from its designated location until it has been serviced.

Before operating a fire extinguisher, it is very important to assess the fire first. If the fire is too big or uncontrollable don't risk your safety by trying to put it out. In this case, execute Code Red and proceed with evacuation efforts.

If the fire is small enough and can easily be put out and contained, continue to use the PASS fire extinguisher technique.

While using a fire extinguisher, make sure to hold it with the nozzle pointing away from you, and keep your back towards a clear exit so you can safely exit if the fire becomes too dangerous.

The PASS Technique

- **Pull** the pin. There is a small pin that prevents the fire extinguisher from accidentally being discharged, all you have to do is pull it out and continue on to the next step.
- **Aim** the nozzle of the fire extinguisher low at the base of the fire.
- **Squeeze** the trigger you just pulled the pin out of. Remember to squeeze it slowly and evenly, so the extinguisher is as effective as possible.
- **Sweep** the extinguisher from side to side to cover all areas the fire may have spread to.

Basic First Aid

Actors are not required to administer first aid. This should ideally be handled by a Zone Leader or staff member. However, we do want to provide everyone with some first aid basics for their safety. The first aid information provided here comes directly from The American Red Cross.

First aid refers to the emergency or immediate care provided when a person is injured or ill until full medical treatment is available. For serious problems, first aid care should be continued until more advanced care becomes available. For minor conditions, first aid care may be enough.

First aid kit locations (non-scene):

- Ticket Booth
- Ticket Podium
- Actor Lounge
- Concessions
- Costume Locker (full trauma kit)

First aid kit locations (scene):

- Med Tent
- Old 2
- Funeral Home
- New 2
- Clown House
- Boo Hole
- Evilyn

These locations are indicated on the **Haunt Map**. Haunt staff and Zone Leaders also carry small first aid kits with them.

The decision to act appropriately with first aid can mean the difference between life and death. Begin by introducing yourself to the injured or ill person. Explain that you are a first aid provider and are willing to help. The person must give you permission to help them; do not touch them until they agree to be helped. If you encounter a confused person or someone who is critically injured or ill, you can assume that they would want you to help them. This is known as implied consent.

The first step in any emergency is the recognition of the problem and providing help. When in doubt or when someone is seriously injured or ill, you should always call 911. If you're not sure how serious the situation is, the 911 operator will ask you a series of questions to determine the seriousness. Remain on the line until additional help arrives, or until the 911 operator tells you to hang up.

Before providing any type of first aid care, put on protective gloves or use a barrier between you and the victim, to reduce the chance of disease transmission while assisting the injured person. Cleanse your hands thoroughly with soap and water when finished.

Minor Wounds

- Wash your hands and cleanse the injured area with clean soap and water, then blot dry.

- Apply antibiotic ointment to minor wound and cover with a sterile gauze dressing or bandage that is slightly larger than the actual wound.

Major Wounds / Bleeding

- Call 911 for medical assistance.
- Keep victim lying down.
- Apply direct pressure using a clean cloth or sterile dressing directly on the wound.
- Do not take out any object that is lodged in a wound; see a doctor for help in removal.
- If there are no signs of a fracture in the injured area, carefully elevate the wound above the victim's heart.
- Once bleeding is controlled, keep victim warm by covering with a blanket, continuing to monitor for shock.

Eye Injuries

- If an object is impaled in the eye, call 911 and do not remove the object.
- Cover both eyes with sterile dressings or eye cups to immobilize.
- Covering both eyes will minimize the movement of the injured eye.
- Do not rub or apply pressure, ice, or raw meat to the injured eye.
- If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself.

- If an eye flush is needed:
 - Flush with cool or room temperature water for 15 minutes or more. Remove contact lenses after flushing.
 - If a chemical is in only one eye, flush by positioning the victim's head with the contaminated eye down to prevent flushing the chemical from one eye to another.

Chemical Burns

- Flush the affected area with cool running water for at least 15 minutes.
- Remove all clothing and jewelry that has been contaminated.
- Monitor victim for shock and seek medical assistance.
- If chemical burn is in the eyes, flush continuously with water and seek medical attention immediately.

Burns

- First observe the burn to determine degree of severity and thus the proper first aid treatment.
 - **First Degree Burn:** Skin will appear red and may be swollen or painful. Does not generally require medical attention.
 - **Second Degree Burn:** Skin will appear red, blistered and swollen. May require medical attention.
 - **Third Degree Burn:** Skin will be visibly charred and may be white. Usually very painful. Requires medical attention.
- First aid treatment for **first degree** and **second degree** burns:

- Submerge burn area immediately in cool water until pain stops.
- If affected area is large, cover with cool wet cloths.
- Do not break blisters if they are present.
- If pain persists but no medical assistance is needed, apply medicated first aid cream or gel and cover with sterile dressing.
- If medical attention is needed, do not apply any cream. Just cover with a dry, sterile dressing and seek medical help immediately.
- First aid treatment for **third degree** burns:
 - Call 911! Third degree burns must receive medical attention immediately!
 - Do not try to remove any clothing stuck to the burned area.
 - Cover with sterile dressing or clean sheet.
 - Do not apply any creams or gels.

Unconsciousness

- Do not leave an unconscious victim alone except to call 911 for medical help.
- Assess victim's state of awareness by asking if they are okay.
- Check the victim's Airway, Breathing, and Circulation (ABC's).
- If the victim's ABC's are not present, perform CPR.
Important: only a trained & qualified person should administer CPR. At the time of this writing, Alan, Kevin, and Cody are CPR certified.

- If ABC's are present and spinal injury is not suspected, place victim on their side with their chin toward the ground to allow for secretion drainage.
- Cover the victim with blanket to keep warm and prevent shock. If victim communicates feeling warm, remove blanket.

Choking

- Ask the victim, "Are you okay?"
- Do not interfere or give first aid if the victim can speak, breathe, or cough.
- If the victim cannot speak, breathe, or cough, ask for someone to call 911 and then perform the **Heimlich maneuver**:
 - Position yourself behind the victim with your arms around victim's stomach. Place the thumb-side of your fist above the victim's navel and below the lower end of the breastbone.
 - Take hold of your fist with your free hand and pull fist upward and in, quickly and firmly.
 - Continue with thrusts until the object is dislodged or airway is clear.

Animal Bites

- Control any bleeding by applying direct pressure or with elevation. To avoid risk of infection, do not close wound.

- Rinse the bite thoroughly, holding it under running water. Cleanse with soap and water and hold under water again for five minutes.
- Do not put ointments or medicines on wound. Cover with dry sterile bandage or gauze.
- Seek medical assistance immediately.
- Report animal and human bites to local police and/or health authorities.

Rules And Conduct

When You Arrive

Please do the following things, in this order:

- Check in with Kim to be counted for attendance. She will also assign you to your zone and scene.
- See Mary in the costume locker. She will issue costumes and props. Please return these to Mary at the end of the night.
 - Get changed into your costume before getting your makeup done. This reduces the chance of messing up your makeup.
 - We have a changing room available in our actors' lounge if you need one.
- See Alan in the makeup barn. He will do your makeup to fit your costume and scene.
- Exit the makeup barn immediately after your makeup is done and report to your scene.
 - You must be in makeup before 7:30, as the makeup barn closes at that time.
 - If you choose to do your own makeup it must be done before 7:30 so that Kim or Alan can approve it. FYI: Doing your own makeup is not an acceptable reason to not be ready and in place on time.
- Once in your scene, perform a scene check. You need to be in your scene and ready to go by 7:30 at the very latest.
 - Walk through begins at 7:40.

Stay Put and Stay Ready

Even if your scene seems to be empty and you can't hear any groups coming through, we still may be starting the in the front of the haunt. Enjoy the slow spot. Get a drink, eat a candy bar, etc. but stay in your scene. More patrons will be there soon.

Breaks

Breaks are uncommon but may be called during slow times. Don't count on getting an official break, as the timing can be unpredictable. Most years we are so busy that we do not call a break all season. When we do call breaks, they are generally only about 10 minutes.

Be ready to return to your scene as quickly as you can. If you need to go to the bathroom while the haunt is active, go but make it quick. Let your Zone Leader know that you are leaving and notify them again when you have returned. While you are on break, you need to stay out of view of the patrons. At the end of the night, do not leave unless Last Group has been called.

Cellphones

Cellphones are not to be used in your scene. If your phone is in your pocket the ringer needs to be off. If you do get an important call, you need to leave your scene before answering or responding. An empty scene is far better than a patron walking in while you are on the phone.

Notify your Zone Leader or Kim, then get your phone call handled as quickly as you can and get back to your scene.

In the event that you need to leave for the night due an emergency, please notify your Zone Leader or Kim that your scene is empty.

Illness

Your health is important. If you become ill and need to leave for the night, please notify your Zone Leader or Kim that your scene is empty.

Don't Break Character

We must stay in character at all times unless an emergency code has been called.

You Are Here to Scare AND Entertain

This may not seem like a rule but it is. If you can't scare a person or group, try to entertain them. A quick funny one liner after a failed scare makes the difference between a happy patron and a bored patron.

Even if your character is silent, you can still tell jokes with your expressions or with props. Having a few things practiced and ready to be used in this event can be extremely helpful.

Just Don't Say It

We never say: "Boo!", "Get out!", "Welcome to my room.", "Stay and play with me.", "Rawr!", "Let's play a game.", or any other generic line stolen from a movie.

Do not make any reference to other scenes, characters, or iconic structures such as the 2 Doors. In addition to these references potentially ruining the show ahead, you should have a skit or routine that is strong enough to stand on its own without having to reference what someone else is doing. Confidence is key.

Language

We do not use profanity or sexually suggestive language. Talking about tasting a person's organs is fine but saying, "Hey do you want to taste my organ?" is not okay. Threatening bodily injury is fine but we cannot suggest any sexual acts.

Hell Night Only: We can use profanity and suggestive language as long as it fits with the scene and your character. Homophobia, racism, rape and pedophilia are *always* off-limits!

Touching

We are a no-touch haunt. We do not touch the patrons with our hands or body parts. Touching with props is allowed, but do not touch the patrons' torsos. Touching is limited to hair (on the head), arms (from the elbows to fingertips), and legs (from the knees to toes).

There will be times in tight quarters where patrons may bump into us and that can't be avoided, but we should try to limit this. If patrons will not leave a scene, you may need to crowd them to get them to move. At this time, they may bump you. If this is going to happen, warn them that they have to, "Move along." Keep your hands in a position that will not cause you to be accused of groping, or trying to grope, anyone.

Hell Night Only: Touching with your hands and props is allowed, but do not touch the patrons' torsos. Touching is limited to hair (on the head), arms (from the elbows to fingertips), and legs (from the knees to toes). Touching with chainsaws is limited to feet only!

Radios

Radios will be issued to all Zone Leaders, Haunt Staff, and actors with immediate access to fire extinguishers. Radios may also be issued to other actors at the discretion of Kim or Alan. Training on how to properly use radios will be provided to everyone who is authorized to use them.

Only haunt issued radios are allowed. Please do not bring any outside radios. If you are not issued a radio but feel that you should have one, please see Kim or Alan.

Radios are kept in the Costume Locker and must be checked in/out just like costumes and props.

Dress Code

Actors: Actors must have costumes must remain in costume at all times. If your costume become unwearable for any reason, (damage, temperature, size, comfort, etc.) you must notify your Zone Leader immediately. Your Zone Leader will assist you in finding a new costume.

Costumes can either be haunt property, or you may bring your own. If you choose to provide your own costume, it must be approved by Kim and it must meet these parameters:

- All costumes must be original and not a copy of any other character or entity, especially not movie characters.
- Any store-bought costumes need to be altered or customized until they are no longer recognizable as store bought.
- Actors cannot wear dark blue or black coveralls.

Zone Leaders: Each Zone Leader is required to be in costume, as part of their duties includes being able to act in all of their zone's scenes. This costume must be in theme with the zone.

Staff Members: All roaming staff members will adhere to the following dress code: dark blue coveralls for men and black coveralls for women. As these two colors are used to identify staff members, actors will not be permitted to wear coveralls in these colors.

Attendance

Commitment of your time, whether you are in a paid position or a volunteer position, is extremely valued and appreciated. We all love Halloween, so we recognize that giving up your spooky season weekends to be here with us is an amazing sacrifice.

You will be asked in advance to indicate which nights you will present. You are agreeing to commit this time to the haunt, and we will all be depending on you to follow through.

Please give prompt notice if you become unable to report for your position so that a replacement can be found within a reasonable timeframe. This is especially important for Zone Leaders because they play such a critical role in the haunt and because there are fewer people available who can replace them.

Aside from performance awards, all post-season perks (including pay) are dependent on the number of full nights you have completed. In order to be counted for a full night, you must have at least 2 hours for that night. This time can be split up if necessary, but it must occur during active haunt hours.

Perfect Attendance Raffle: To be entered into the raffle for perfect attendance, you must have at least 10 full nights or at least 9 full nights and 1 full build day. (Build days generally occur pre-season.)

T-Shirt Award: You must have at least 8 full nights to receive a BWO t-shirt customized with your name or character name.

Pay: If you are in a paid position, you must have at least 8 full nights to be eligible for pay. Working less than 8 full nights will result in forfeiture of your pay.

Community Service Credit: Volunteer positions are eligible to receive a statement of community service for full nights and full build days. Community service credit is only available to volunteers, as community service is unpaid work by definition. Please see Kim or Alan for additional information.

Smoking Policy

No smoking is permitted in any indoor (enclosed) spaces, or in any areas containing flammable materials. If you do need to smoke, please ask your Zone Leader where the nearest safe smoking area would be.

Alcohol/Substance Policy

Officially we are a non-alcoholic, drug-free haunt.

Costumes And Props

Can You Bring Your Own Props?

Actors are permitted to bring their own props, but these must be inspected and approved in advance by Kim or Alan.

If you bring your own props, they are still subject to haunt rules and they must be used responsibly. Kim or Alan will provide guidance regarding impact use.

Accountability

Your costumes and props are haunt property that have been entrusted to you and you alone. Once an item has been checked out of the Costume Locker under your name, you are responsible for it. That means you are the only person who should have access to it.

Unless you are directed to do so by a Zone Leader or a staff member, you should never give your items to another actor. Under no circumstances should you ever hand your costumes or props to customers.

Inspect and Report

In addition to your initial scene check, you should frequently check your costume and props for damage, wear, or any other maintenance concerns. Report any minor issues to Mary when you return your items at the end of the night. Report any

potentially serious issues to Alan or Kim when it is convenient to do so.

Impact Props

Unless your prop is specifically designed to take damage, you should not use it to beat on things in your scene. We all know that loud noises get a good reaction from the patrons, but we cannot risk damaging our props or our environment. Despite looking like heavy-duty weapons, most props are made from foam and are easily destroyed. Most props are not actually meant to be used for anything other than appearance, which is why we try to select highly-detailed, quality (expensive) props to help you look menacing.

Additionally, your scene might not be able to take the abuse. We have a variety of scenes, and some are more elaborately decorated than others. Obviously, hitting things in those scenes would be pretty destructive. Other scenes might not have the structural soundness required for impact. Hitting walls or objects in these scenes could pose a potential safety hazard to you and the patrons. For example: You could hit a piece of wood in just the right way and send sharp splinters flying into eyeballs.

In short, if there is something you would like to beat on in your scene, check with Kim or Alan first. Some things are a yes and some are a hard no. Do not take it upon yourself to make that decision.

This is an example of damage from an impact prop on a non-impact surface:



Costumes

Report any rips, tears, or other concerns about your costume to Mary when you return your items at the end of the night.

Costumes are regularly washed and maintained to the best of our abilities. However, if you notice that your costume has a bit of funk, please let us know so we can give it an extra wash.

Accidental Damage

Things break, it's going to happen. If your prop or costume becomes damaged, please let us know as soon as it is convenient to do so.

Do not attempt to coverup or hide any damage; that is the worst possible way to handle this issue. We need to know so we can get these items repaired or replaced as soon as possible.

Intentional Damage

We have a great staff and none of you would intentionally damage haunt property. However, if someone is found to be intentionally breaking or vandalizing the haunt or any haunt property, we may hold them financially responsible for the damage. In extreme cases, they will no longer be welcome at our haunt, as neither staff nor patron.

Chainsaws

Why?

Chainsaws are very impactful in the haunt and we use them quite often. Each night, we keep between 6 and 10 chainsaws running. Running a chainsaw requires skill, endurance, and special training. Chainsaws are also quite expensive.

This is all so important that chainsaws have their own special section in this handbook, so pay attention!

Usage

- Flip the switch to the on position.
- Pull the cord to start the saw. How hard you should pull on the cord depends on the brand of chainsaw. For the Stihl saws, pull slowly. For any other saws, pull hard. If you are not sure which brand of saw you are running, ask Kim.
- Once the saw is running, use the throttle trigger to rev up the saw.
- Before shutting off the saw, let it come to an idle. This will help prevent flooding.
- Flip the switch to the off position to shut off the saw.
- Refueling the saws should be done in the designated refueling area. There are three refueling areas, one in each of the 2 Rooms and one at the exit of the Pallet Maze.
- Refueling is done by removing the gas cap and pouring in gas. Depending on brand of saw, the gas cap will be in

various locations, but usually near the throttle trigger. Gas caps will be painted fluorescent orange for easy identification.

The Rules

- If you have not been trained on how to run a chainsaw, you do not run a chainsaw.
- You must undergo chainsaw training to obtain an operator's license. This license is only valid for the current haunt season and therefore must be renewed each year.
- You must present your operator's license to Mary in the Costume Locker to be issued a chainsaw. If you have misplaced your license, see Kim immediately.
- If you are issued a chainsaw, make sure you return it to the Costume Locker at the end of the night. Your license will be returned to you at this time.
- If you are issued a chainsaw, you are not to let anyone else operate it. You are solely responsible for the saw.
- Never give your chainsaw to a patron.
- Do not touch patrons with the chainsaw.
- If you use the chainsaw to pin someone in a corner, you can only keep them there for 15 seconds.
- If you have to refuel your chainsaw, do not smoke while doing so.
- Break the law – lose the saw!

Haunting Essentials

Cough Drops, Jolly Ranchers, Hard Candy

During a night of screaming and tormenting patrons, you may start to get a sore throat and these things can help. HALLS Honey Lemon flavored cough drops are a personal favorite.

Drinks and Snacks

These will help you keep your energy up. Nothing beats a candy bar as a pick-me-up for the 11 pm - 12 am stretch. Energy drinks are a haunt staple, but remember that water is important too. Bottled water will be provided. Stay hydrated!

Good Shoes and Warm Socks

Good shoes are more important than an accurate character. We know that shoes are part of your costume but please consider that you will be on your feet most of the night. If you are outdoors, you may be in rain or water. If your character runs or moves a lot, consider good moisture wicking socks to avoid blisters.

Gloves and Hand Warmers

Gloves can be a good addition to a costume aesthetically and are much needed on cold nights.

Weather Appropriate Layers

We're dealing with October in Ohio. The weather can vary from warm and dry to cold and rainy or even snow. A coat or hoodie may be needed to go under your costume. Some actors swear by Under Armour clothing. If you are outdoors in the rain, a poncho is a good idea. Check the weather and be prepared.

Dry Clothes to Wear Home

Changing into dry clothes at the end of the night can keep the haunt plague away. When you have acted all night and you are sweaty and dirty, putting on fresh clothes will make you feel much more comfortable. This will also protect your car upholstery on the ride home.

Optical Items

An extra pair of glasses or contacts could be crucial if yours get lost or broken. Don't forget your contact solution and case.

Wipes

Baby wipes or makeup remover wipes are great to have for obvious reasons. However, please do not put these in the port-a-potties because it makes them difficult to clean.

Sanitary and Hygiene Items

Please do not put any diapers, tampons, pads, etc. in the port-a-potties.

Medication

It's a good idea to have things such as ibuprofen, midol, antacids, antihistamines, and of course any prescription medications you may need.

Flashlights and Batteries

A real flashlight, not the one on your cellphone. A light source is handy since we navigate through dark areas. These can also be used in calming tense situations with patrons.

Hand Sanitizer

For the benefit of us all, please sanitize your hands after using the port-a-potty.

Important Note

Mary keeps some of the items mentioned here in the Costume Locker. However, these should only be used by those who forgot to bring their own and not the primary source for supplies. We cannot possibly provide supplies for everyone, so please plan ahead and don't abuse this resource.

Acting Techniques & Tips

Character Categories

- Queue Line
 - Listens to and play on fears expressed by the patrons as they wait to get inside the haunt.
- Hosts/Storytellers
 - Used at or near the beginning of the haunt to set the tone or tell a story.
- Icon Characters
 - Used as a main attraction, these characters are generally known and recognized by the patrons.
- Scene Actors
 - Used in scenes to perform the same basic actions or skits over and over.
- Pop/Startle Scares
 - Comes out from the shadows or out from behind things to torment the patrons.
- Stalkers
 - Follows the patron, possibly for an extended amount of time.

- **Invaders**
 - Gets in the patrons' personal bubble (without touching them).

- **Distraction/Misdirection**
 - Used to get bonus scares while the patrons' attention is focused on something else.

- **Mannequin/Statue**
 - Stands still and waits for the right moment to execute a little or a lot of movement. Timing is key.

- **Roamers/Creepers/Sliders**
 - Not generally confined to one area. Used for high or low level scares rather than mid or eye level.

- **Closing Characters**
 - Used at or near the end of the haunt for a big finish.

Verbal Character Categories

Taken from an article ("What's Your Line?" by Ben Armstrong) in Haunt World Magazine, Issue 3.

● The Sharer

- Wants to give the patrons something horrible that they do not want to take. "Want to pet my snake?", "Here. Take this. Take IT! TAKE IT! NOW!", "I want to show you something...come with me. It's a secret. I promise not to hurt you..." This also works great if you have nasty props that no one wants to touch. Items such as body parts, nasty animal bits, rotten food etc. Let your imagination run wild.

● The Dominator

- Tells the patrons to do something horrible that they do not want to do. "Touch me.... I want to touch you...they tell me if you touch me that I can touch you!", "Get in the coffin. Uncle Bud don't need it no more. GET IN!", "Kiss the pig. Let me hear you squeal like a pig!", "Give me your shoes. I want your shoes!" Be prepared for patrons to follow your commands. We have had people hand over car keys, Cell phones, and pocket change. Patrons will sometimes follow commands to try and open doors that aren't even there. These are all great but we have to be aware of what's being done in other rooms, we cannot abuse this to the

point that every room asks for something or orders the patrons to do a silly act to get out of the scene.

- **The Questioner**

- Asks patrons questions that they do not want to answer. "What's your name?", "What's your friend's name? Does she like dark places?", "Do you want to taste this?", "Where do you live?", "What do your insides look like? Purple or red...let's see!" You might have to tweak this one a bit because many people have their heads down just trying to get through. If you want them to answer you find a creative way to keep them in your area until they give you one. Do not ask patrons to stay and play! If you want to use a similar phrase, it has to be approved by Alan or Kim prior to use.

- **The Pleader**

- Begs the patrons not to do something. "No. Don't go in there!", "Please! Don't leave me here!", "Don't look at me, please. I'm disgusting. Don't look at me!", "Stay here with me. I'm scared.", "Please stay here, they want to hurt you." This is the play on reverse psychology. You are kind of letting them know that you warned them and BOOM! Let's say you play a timid role and are cowering in the corner. Then suddenly you change to a more aggressive role and get in the patrons' way. This works best if combined with a startle scare such as drill horn or a loud scream.

- The Threatener

- Makes threats at the patrons. "I'm going to _____you", "I'm going to find you in the dark." Make sure when you threaten that something happens to them soon afterward. "I'm going to rip off your legs!", and then hit them with a startle scare.

Character Development

What's Your Story?

Your character needs a backstory! This is something you should take seriously because you need to know it, believe it, and act it. Most importantly, remember to always stay in character!

Even the haunt itself has a backstory. The Last Carnival is titled as such because it's the last carnival you'll ever see! The Carnival is an ancient traveling show, popping up sporadically without warning. We have been traveling the world for a very long time, and have picked up a wide variety of acts. We are full of freaks and geeks who feed on the souls of our innocent patrons.

The Last Carnival's Official Backstory:

"With a slight chill in the air and the wind rustling the autumn leaves, the faint sound of carnival music grows evermore present. Where there was once nothing, now there stands a carnival filled with the most unusual of acts.

Erasmus takes pride in how unusual his carnival is, but knows there is more to the carnival than meets the eye. This carnival has been moving from small town to small town for over 150 years. Erasmus has lost count of how many victims have entered. No one has ever kept count of the few that have escaped.

The darkness of a human soul is what fuels the carnival. No matter how good of a life you live, there is darkness in you somewhere and it will be drawn out. Each step of the way you are going to encounter increasingly darker and twisted acts. Your reactions will decide your fate. After you have been judged, you will be punished and the Carnival will be fed!

Even if you are pure of heart and show no fear, come on out and see The Last Carnival this year!"

Who/What Are You?

Is your character a clown? An asylum patient? Is your character even human or are they some other type of creature?

What is your character's name? A character's name can reflect their age, their background, or the role they play in the Carnival.

Examples:

- Erasmus is a very old character. Erasmus is an old name with an old-timey feel to it.
- Slick Willie is a fast-talking con man/carnival barker who was burned in an accident.
- Madame O' Hatter is a gypsy with a strong occult heritage which allows her to see into peoples' souls.

Why Are You Here?

Why is your character in the carnival? How did they come to be here? Are they a performer that has a taste for souls or are they a victim who has yet to be turned?

Knowing this information ahead of time allows you to have better improv skills to answer questions that customers may ask you during your skit.

Personality Quirks

Once you know who your character is, fine tune it by figuring out how they behave. You should know how your character looks,

how they sound, how they move around, their mannerisms, their likes and dislikes, etc.

Does your character have an accent or a raspy voice? Does your character speak at all? Does your character make twitchy, jerky movements when they walk? Practice it!

Where Will You Be?

Your character can be anything that you're able to dream up, but keep in mind that you may have to tweak your character to make it fit our theme. The scene or zone you get assigned to might not make sense for your particular character. This could also be a great opportunity to create an entirely new character. Many haunters have more than one character.

Zone 1: (Main Building)

- This is the entrance to the Carnival. This area has a concession stand ready to serve hungry Carnival goers, and a totally up-to-code med tent to attend to any injuries that they may suffer. Unfortunate victims of these botched procedures may end up in the adjacent asylum. From there, patrons will pass through a twisted toy room and a daycare with questionable methods. A dimly lit boiler room which supplies power to the Carnival leads you out of the main building and into the unknown horrors of the outdoor areas. The main building has additional oddities and freaks tucked into most nooks and crannies. Patrons' wandering eyes may never see the same thing twice!

Zone 2: (Clown House/Carnie Town)

- The Clown House is obviously a clown themed area, but these clowns are the centerpiece of a disorienting UV funhouse. Costumes, props, and even the walls in the Clown House all glow under UV light. The Clown House also includes the dizzying UV Turn 2 Room. Depending on the year, 3D glasses might be issued to patrons for this area. These make the UV effects spring to life, creating a whole new psychedelic experience!
- Carnie Town is themed as the off-duty area for Carnival folk. The characters here are carnies who have set up shop to peddle goods and services to their fellow carnies only. This is a refuge for carnies to live their private lives away from the ridicule of common town people. Haunt patrons have somehow stumbled their way in and they are invading your personal space! Torment these patrons for their foolish blunder and move them down the road, back to the Carnival.

Zone 3: (Maze/Evilyn)

- The Maze is another clown area, but these clowns aren't the bright UV variety. The clowns here are lurking in the shadows of a twisting pallet maze, dead set on stealing souls for the Carnival. The Maze is also intertwined with the 2 Rooms and chainsaw actors. Patrons will enter and exit each 2 Room several times over in a bizarrely puzzling path. This area is all about sheer aggression and pop scares!
- Evilyn is a possessed hearse who refuses to die. Even as she lay in pieces, she has tormented her once executioner into a

state of permanent psychosis. Under her vicious, inhuman control, he has transported her to the Carnival where she can feast on patrons' souls. He is forever doomed to serve at Evilyn's demand!