



USHERING RESPONSIBILITIES

TIME COMMITMENT

- Report to the venue **ONE HOUR** before show time and check in with the House Manager (Evening shows: 7PM, Sunday Matinees 1:30PM)
- Know the location of the venue before the day of the show.
- Contact the House Manager if you have any issues.
- Failure to show will make you ineligible to usher for future productions.

DRESS CODE

- White shirt. Black slacks or skirt. Reasonably nice footwear. *Must present professionally as a representative of the department.*

RESPONSIBILITIES

- Upon arrival, check in with the House Manager to receive your tickets to the performance. (Note: The House Manager has full discretion to withhold your ticket in the event that you are extremely late or fail to perform duties properly).
- Direct patrons to the Box Office near the front lobby and the performance venue (Fine Arts Theatre or Cellar Theatre).
- Distribute programs or point patrons in the direction of QR codes linking to the online program.
- Help seat patrons while reminding them that there is no food/drink allowed in the performance space.

Recording devices of any kind are prohibited in the theaters. Camera flashes especially pose a safety risk for actors on stage. If you see a patron with one of these devices, make them aware of the rule and refer them to the House Manager.

If you are unsure of how to handle a situation, report your issues to the House Manager on Duty.

**ALWAYS BE COURTEOUS TO PATRONS
AND THANK YOU FOR YOUR HELP!**