

USHERING INFO

**THANK YOU FOR VOLUNTEERING TO USHER FOR OUR SHOW!
PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW.**

TIME COMMITMENT:

- Report to the venue 1 hr before show time, and check in with House Manager. (Evening shows 7 PM, matinees 1:30 PM)
- Know where the venue is BEFORE the day of the show.
- **IF YOU CANNOT FULFILL YOUR OBLIGATION, IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT!**
- Contact House Manager if you have any issues.
- **IF YOU DO NOT SHOW, YOU WILL NOT BE ELIGIBLE TO USHER AGAIN IN THE FUTURE.**

DRESS CODE:

- Men: Black trousers, white shirt, dress shoes or loafers Women: Black slacks or skirt, white blouse, dress shoes.
- Must look professional. Dress respectfully, and not as if you are lounging at home or going out for a night on the town.

RESPONSIBILITIES:

- Check in with House Manager upon arrival (**You will receive your ticket from them at this time. *They have full discretion to withhold said ticket if you are late or not performing duties properly).**)
- Direct patrons to the box office (near Front Lobby) and the performance venue.
 - o Fine Arts Theatre- Second floor near Front Lobby
 - o Cellar Theatre- First floor
- Distribute programs
- Help seat patrons
- Make sure no food/ drink enters the theater.

***Recording devices of any kind are prohibited in the theater (cameras, phones, video/ tape recorders, etc).** Camera flashes especially pose a safety risk for actors onstage. If you see a patron with one of these devices, make them aware of the rule and refer them to the House Manager.

***Any problems that occur should be reported to the House Manager on duty.**

ALWAYS BE COURTEOUS TO PATRONS. WE WANT THEM TO HAVE A GOOD TIME!

THANK YOU FOR YOUR HELP!