

Ushering Directions

Materials Needed:

- Blue Smock
- Flashlight
- Programs

Before the Show	• Wear a blue smock (located in Concessions closet) • Open house doors 30 minutes before show time (check with staff) • Take tickets, distribute programs, keep ticket stubs (except online) • Assist patrons to seats (if necessary) • Manage duplicate tickets (contact House Manager/Box Office) • Ensure no food/drink in house (seek assistance if needed) • Close doors at light dimming, one usher stays for late arrivals • Two ushers with flashlights seated in lower house for intermission
During Intermission	• Monitor house doors • Remind patrons about no food/drink in house
End of Show	• Return smocks to Concessions • Collect trash from the house

**People to Contact
for Help:**

House Manager or Volunteer Coordinator



Thank You For Volunteering!

