

TYPICAL VOLUNTEER SCHEDULE

Pre-show:

Arrival (1 hour before showtime):

- Check in at the bottom of the stairs in the lobby.
- Hang up your coat and store all personal belongings.
 - Coats/Jackets: can be stored on the 5th floor, hangers are available.
 - Purses and personal belongings can be stored in the House Manager station or left in the box office.
 - Please silence all personal electronic devices, phones may be kept on your person but should be tucked out of sight.
- Check the task sheet and sign up for pre-show, intermission, and post-show tasks.
- Complete any/all pre-show tasks.

Usher Talk (45 min before showtime/15 before house opens):

- Gather with the other volunteers and house manager at top of the stairs landing.

Prep break (35 min before showtime/5 minutes before house opens):

- Take this time to use the bathroom, get a drink of water, and take up positions!

Theater opens (30 min before showtime):

- House opens; duties begin as patrons enter the auditorium.
- Report any issues or situations to the house manager.

When the show begins:

- Stay alert/in position to help late patrons to their seats.
- If dismissed, enjoy the show! **Instructions will come during the usher talk.*

Intermission:

- Complete all intermission tasks on sign-up sheet
- If no task has been assigned, please remain professional and accessible to patrons by standing in the back of the auditorium, lobby, or top of lobby stairs.

Post-show:

- Complete tasks that were assigned/signed up for. **You may have to wait until the bathrooms/lobby are empty or close to empty before you can do your task.*

- After completing all of your tasks, ascertain if there are additional tasks to be completed and/or assist other volunteers with their tasks.
- Gather with the rest of volunteers and house manager for final check-in at the end of the event and sign out.