

ACCESSIBLE / VIP SEATING USHERS

Role

Assist guests with seating in the Accessible Seating Section and the VIP Section

Location

- Gymnasium – Accessible Seating Section & VIP Section

Responsibilities

- Before Convocation
 - Attend volunteer meeting on June 1
 - Attend rehearsal on June 3
- During Convocation
 - Check in with the Volunteer Coordinator in the Hangar (Studio 1), **45 minutes prior** to ceremony and pick up gown, lanyard and stole
 - The Volunteer Coordinator will also give you a list with the numbers (and possibly names) of the expected guests for accessible seating and VIP seating sections. However, more guests will just show up without having sent in an RSVP.
 - For Accessible Seating: due to limited seating capacity, we will have room for only one attendant per wheelchair user. (Note that exceptions will be made if there are 2 attendants with the person, we will not make someone go sit on their own)
 - Guests with walkers – seat the guest and move the walker up against the wall for the ceremony. Assure guests you will bring it back after.
 - If you cannot help the guest in a timely manner or they have a problem that you cannot solve quickly and easily, call in a Guest Support Usher or the Head Usher to help.
 - During the ceremony, please watch for people moving into the aisles to take pictures and kindly direct them to Family Photography Area
 - After the ceremony ends, assist the guests with finding their family members, returning their walkers and arrange help to their vehicles if needed (from Golf Cart Drivers)
 - Return gown, lanyard and stole to Volunteer Coordinator
- After Convocation
 - Attend recognition event
 - Give comments and recommendations to Head Usher

Time Commitment: 2.5 hours per shift