

## GENERAL SEATING USHERS

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### Role

Assist guests with seating in the General Seating section and direct guests as needed to sections for Accessible Seating, Reserved Seating, and Strollers.

### Location

- Gymnasium – inside gym on both levels.

### 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
  - Before the ceremony starts, greet guests and assist as necessary
  - You will have extra programs to hand out if people request them
  - Direct guests to appropriate seating (Accessible, reserved, stroller)
  - 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.
  - Direct people with strollers to upper level walking track if they do not want to return their stroller to the car.
  - During ceremony you will be on hand to assist with the student procession to the stage and then back to their seats
  - 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, stand in the gym to hold the guests back until the Student and Chancellor's processions have left the building
  - 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