

PROGRAM USHERS

Role

Greet guests as they enter the gym and hand out programs. Direct guests as needed to sections for Accessible Seating, Reserved Seating, and Strollers.

Location

- Gymnasium – inside entrances on both levels.

Responsibilities

- Before Convocation
 - Attend volunteer meeting on June 4
 - Attend rehearsal on June 6
- During Convocation
 - Check in with the Volunteer Coordinator in the GYM: Hangar Studio 2 **45 minutes prior** to ceremony and pick up gown, lanyard and stole
 - Before the ceremony starts, greet guests and hand out programs
 - Encourage guests to share programs (sustainability)
 - 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 the Guest Support Usher or the Head Usher to help.
 - After the ceremony ends, stand in the foyers 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