

GENERAL SEATING USHERS

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 6
 - Attend rehearsal on June 8
- During Convocation
 - Check in with the Volunteer Coordinator in Team Room #4, **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
 - Give comments and recommendations to Head Usher

Time Commitment: 2.5 hours per shift