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
  o Attend volunteer meeting on June 6
  o Attend rehearsal on June 8
➢ During Convocation
  o Check in with the Volunteer Coordinator in Team Room #4, 45 minutes prior to ceremony and pick up gown, lanyard and stole
  o Before the ceremony starts, greet guests and assist as necessary
  o You will have extra programs to hand out if people request them
  o Direct guests to appropriate seating (Accessible, reserved, stroller)
  o 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.
  o Direct people with strollers to upper level walking track if they do not want to return their stroller to the car.
  o During ceremony you will be on hand to assist with the student procession to the stage and then back to their seats
  o During the ceremony, please watch for people moving into the aisles to take pictures and kindly direct them to Family Photography Area
  o After the ceremony ends, stand in the gym to hold the guests back until the Student and Chancellor’s processions have left the building
  o Return gown, lanyard and stole to Volunteer Coordinator
➢ After Convocation
  o Give comments and recommendations to Head Usher

Time Commitment: 2.5 hours per shift