GUEST SUPPORT USHERS

Role
Provide support and assistance for other Ushers by solving any problems that may arise. Reinforce and explain regulations to guests to gain agreement.

Location
➢ Gymnasium – stationed near Program Ushers at entrances on each level

Responsibilities
➢ Before Convocation
   o Attend volunteer training lunch 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 If Ushers are unable to solve a problem or guest inquiry, provide back-up and a solution. If unable to solve the problem, call the Head Usher to help.
   o After the ceremony ends, stand in the foyers 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