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
  o Attend volunteer meeting on June 6
  o Attend rehearsal on June 8
➢ During Convocation
  o Check in with the Volunteer Coordinator in the GYM Team Room #4, 45 minutes prior to ceremony and pick up gown, lanyard and stole
  o Before the ceremony starts, greet guests and hand out programs
  o Encourage guests to share programs (sustainability)
  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 the Guest Support Usher or 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