

## PROGRAM USHERS

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

**Time Commitment:** 2.5 hours per shift