

USHER

Role

Ushers are the campus ambassadors who greet and assist our guests of the graduates when they arrive in the gym. These critical positions can take many roles before, during, and after each ceremony. Volunteers will be assigned to cover a selection of specific duties during their shift

Location

- Gymnasium

Responsibilities

- Before Convocation
 - Attend volunteer training and rehearsal on November 9
- During Convocation
 - Check in with the Volunteer Coordinator in Team Room #4, **45 minutes prior** to ceremony and pick up gown, lanyard and stole. The Volunteer Coordinator will assign your duties for the ceremony which may include:
 - Greeting guests as they enter the gym
 - Distributing program cards
 - Answering questions and providing information to guests
 - Assisting guests with finding seating
 - Assisting guests in the Accessible seating area
 - Assisting guests in the VIP seating area
 - Assisting when the processions enter the gym
 - Keeping aisles clear of guests walking through
 - Ensuring procession walks down the correct aisles
 - Assisting marshals during the ceremony when graduates are crossing the stage
 - Ensure graduates walk down correct aisles
 - Ensuring guests for later ceremonies don't enter the gym until the previous ceremony has cleared
 - Performing safety support duties if required (training is provided)
 - Maintaining aisles during ceremonies
 - May include asking guests to return to their seats or to remain seated
 - Return gown, lanyard and stole to Volunteer Coordinator at the end of your shift, approximately 15 minutes after the conclusion of the ceremony. Please stay for the entire duration of your shift to ensure full coverage of all Usher duties
- After Convocation
 - Give comments and recommendations to Head Usher

Time Commitment: 2.5 hours per shift