

USHER DUTIES

updated: 08/21/2020

Pre-Show Check

Arrive 1 hour before curtain time for training and attire approval
Dress business casual or in black and white
Check in with house manager
Wear name tag provided by house manager
Review program for overview of production
Review Emergency Information Sheet
Check lobby for cleanliness
Locate the first aid kit and emergency phone
Welcome and direct patrons in lobby
Scan/collect tickets
Hand out programs
Close doors once patrons are inside the theatre
Monitor patrons inside the theatre

During Performance

Ushers may be placed inside the theatre to monitor any food or drink policies
If an usher is placed inside they may sit in a theatre seat or stand in a position that does not block either an aisle or a door

Intermission

Ensure house rules are being followed inside theatre (no food/drinks, recording/photography, every patron is seated)
Open/close doors at Intermission as directed by house manager

After Performance

Assist patrons exiting the theatre.
Encourage patrons to move to the lobby to wait for cast and crew members.
Recycle programs that can be reused.
Inform the house manager when the house is cleared.
Check out with house manager
House manager will sign off volunteer hours/ extra credit paperwork

Campus police: 972.578.5555 from any off-campus telephone
Main College Information Line: 972.881.5790
Facilities (for restroom or other cleaning): 972.881.5690
Non-emergency: 972.881.5795 or 972.881.5696