

## **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

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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