

## USHER GUIDELINES

1. Be there at 615-630 for 7 pm concert.
2. Check in at the concession stand across from gym.
3. Get a "volunteer tag".
4. Programs are inside the doors or will be given to you.
5. Place an easel and "Quiet please, concert in progress" sign by your door but out of traffic.
6. Hand out programs.
7. Ushers remain at the doors for the entire concert to control flow in and out of auditorium.
8. Take down easel and signs; bring these to the refreshment stand (or to the Music Booster closet if there are no refreshments).
9. Return volunteer tag.
10. Bring any extra programs back to the band/choral director's office