



WELCOME AMBASSADORS-

- To begin- you have signed in, noted your position, and collected your name tag. Please make note of nearest exits and the evacuation map.
- Walkie talkies will be handed out to floor captains; the box office will also have one.
- **Floor captains:** _____ you are the “go-to” person for patrons with questions or concerns. It’s very important to direct people upstairs to the other concession/bar locations. This will help with congestion downstairs.
- **Ushers:** there are two Orchestra Gallery ushers (double doors) _____ and two Orchestra aisle ushers (midway up aisle) _____. Balcony aisle ushers _____ will hand out programs prior to doors opening to the auditorium standing just behind the ticket scanners _____. **Important: Balcony door ushers _____ will position themselves at the landing of each staircase and check tickets making sure that patrons are entering through the correct door
Lecture room door: seats 1-8 Original staircase door: seats 9-_____. Balcony aisle ushers will stand midway down the entrance aisle. Once auditorium doors open, ushers assist patrons with finding their seats. Aisle ushers, both levels, will be provided with a flashlight. Orchestra Gallery ushers will note seat assignments and direct patrons through the correct door.
Right door: seats 1-8 Left door: seats 9-17
- **Greeters:** _____ greet patrons with a smile and a warm welcome. Please note that only handicapped can enter through the side door. All other patrons will enter through front doors to have their tickets scanned. Once all patrons have entered the theatre, please shift to concessions.
- **Concession:** _____ Remember to fill out Health Dept. form. Please wash your hands every time you enter the concession stand. Always make note of wine pour on sample cup. There will be two credit card scanners, two order fillers, and one popcorn person. The credit card scanners will be in charge of the cash box.
- **Elevator assistants:** _____ Assist patrons with the elevator and prevent entrance to staff areas or backstage.
- Front doors open at: _____ Auditorium doors open at: _____
- Type of show: _____
- Signature drink: _____
- There is to be absolutely **no one** in the auditorium before the auditorium doors are opened for patrons. The doors will remain LOCKED until 3 minutes prior to opening.
- Once the performance begins, make a sweep of the bathrooms and be sure they are all fully stocked and cleaned. There are supplies under the stairs on the first floor and in the family

bathroom closet on the second floor. Please make another sweep after intermission and the end of the performance.

- Volunteers can leave when clean up/trash collection is complete and the auditorium and balcony is swept. Please remember to remove your name tag and be sure to sign out.
- You are welcome to stay after your shift but be sure to remove your scarf/tie and name tag.

Thank you! We appreciate your time and effort!