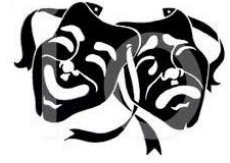


Who does what at the theater...



OJP SEATING MANAGER (*Karen, 2nd Vice Pres.*)

- ✓ Determines unique seating and flow plan for each show
- ✓ Monitors overall seating progress, solves seating problems, coordinates dismissal
- ✓ Has the final authority on all seating matters including unexpected seating changes

OJP USHER COORDINATOR (*Inese, Membership & Communications*)

- ✓ Assigns head ushers to each level and informs them of unique flow plan for each show

40 min. before show: briefs volunteer ushers on WCPA safety and emergency procedures

OJP HEAD USHERS (*blue & yellow ribbons on name tag*)

50 min. before show: sign in; get name tag, seating chart, level assignment; learn flow plan

- ✓ Identify self to School Rep(s) and ensure the rep is familiar with their school's theater seating and flow plan and understands that s/he directs the school volunteer ushers
- ✓ Wait in seating area to be present when bus leaders enter with students
- ✓ Ensure seating according to plan, but stand back and allow the parent ushers to do the seating

SCHOOL REPRESENTATIVES (*yellow name tag*)

45 min. before show: sign in, get name tag, seating chart for your school, and seat count slip

- ✓ Check in with Head Usher or Usher Coordinator to learn flow plan
- ✓ **Assign duties as parent ushers arrive** - leading students to/from bus, monitoring auditorium door(s) with flashlight, assisting with seating, accompanying students to/from restroom, directing traffic on stair landings, following students to/from bus, etc.
- ✓ Inform parent ushers of flow plan for your seating area and any unique situations for that show
- ✓ If time allows and the "house is open" (i.e. performers are ready and we are allowed into the seating areas), walk the route from bus entry to seating area
- ✓ **Ensure that your parent ushers are in the lobby for orientation 40 minutes before the show**
The information covered is important. Please refrain from cell phone use during orientation!
- ✓ Get a count of the number of seats occupied in your school's seating area only.
- ✓ Return seat count to treasurer's table and place in basket.

PARENT USHERS

45 min. before show: sign in, get name tags, check in with your School Rep to get your assignment, check seating chart, learn flow plan

- ✓ **Be in theater lobby 40 min. before show for the required usher orientation.**
- ✓ **Bus leader** – is on the sidewalk when bus arrives; makes sure students and teachers know their bus number (determined by OJP bus officials); leads students to seating area when directed by OJP bus officials. (Caution: the sidewalk bricks get slippery in the rain.)
- ✓ **Bus follower** – directs students to building door and reminds them of bus number; follows last student to seating area
- ✓ **Bus leader** is responsible for leading the same group to their bus at dismissal.
- ✓ **Only the assigned bus leaders/followers should be outside to meet the buses, others**
 - Monitor the auditorium door(s) with flashlight, open/close door(s) quietly
 - Assist with seating or direct traffic on stair landings
 - Accompany students to/from restroom (all students must be accompanied by an usher if they leave their seating area for any reason)
 - Check seating area after students leave and clean up as needed