



**2017
SEASON**

PURSUE

PROFESSIONAL THEATRE IN A NEIGHBORHOOD SETTING

2017 Season Usher Expectations and Sign-up Information

Thank you for your interest in volunteering to usher at Taproot Theatre Company!

All ushers are expected to attend periodic mandatory training. Upcoming usher training dates are listed online at <http://taproottheatre.org/volunteer/>.

Each play in our season has different needs and it's crucial that we have you here, ready to start 75 minutes ahead of show time to pass out duties and show information. Arriving even 5 minutes late can make a huge difference in our ability to meet the needs of our patrons in a timely and efficient manner.

If someone in your party is new, they should arrive 80 minutes before the show to get information about seating and emergency procedures. If you are new, please let the House Manager (HM) know when you arrive.

Please note: Ushers that arrive late may be dismissed upon arrival and ushers who are consistently late may be removed from the usher roster.

Usher FYI - Updated Front of House Policies and Information for the 2017 Season

NEW! REUSABLE TAPROOT TUMBLERS for WINE and BEER ARE ON SALE NOW. These new acrylic tumblers can be purchased from the Stage Door Café for \$5. These tumblers are yours to keep and can be brought back for future performances. In order to comply with liquor laws, and for quick and easy identification of alcoholic beverages, only beer and wine may be served in these tumblers.

Alcohol purchased from the Stage Door Café must be consumed on the premises.

Non-Alcoholic Beverages from the Stage Door Café are allowed in the theatre in disposable paper or plastic cups with lids.

Food is not permitted in either theatre.

USHER EXPECTATIONS

As a volunteer usher you may be asked by the House Manager or other Taproot staff to do the following:

- Arrive on time-ready to start 1 hour and 15 minutes before the performance starts (coats put away and ready to go in upper lobby)
- Neat and professional appearance (no jeans or tennis shoes) any combination of Black and White. We suggest, BLACK PANTS/SKIRT, WHITE SHIRT/TOP & BLACK SHOES.
- Stuff programs
- Tear tickets
- Pass out programs
- Must be able to stand for an hour, be mobile and able to easily travel up and down stairs repeatedly and be able to assist patrons in doing the same

- Assist patrons to their ticketed seats
- Direct patrons to the House Manager for assistance with hearing devices or seating issues
- Help out with concessions
- Hold donation jars
- Watch the stage area before, at intermission and after the show
- Sit in designated usher seats in balcony unless otherwise directed by the HM or staff
- Help HM watch out for disruptions to the performance (keep patrons out of voms and help close curtains)
- Pick up the theatre after the performance
- Email or call 48 hours in advance to cancel or change your usher date

If you're unable to meet these requirements we have more opportunities to volunteer doing mailing and data entry in our admin offices. Please feel free to contact me at jenny@taproottheatre.org .

WHEN & HOW TO SIGN-UP

The Season Usher Sign-up email is sent out at the beginning of December each year. To be put on the list, please email jenny@taproottheatre.org .

To sign up^ to be a season usher you must respond to the season usher sign-up email with the following information:

1. **Name and number in party**
2. **1st, 2nd and 3rd choice of day (e.g.-1st-Wed, 2nd-Thu or 3rd-Sat Mat- NOT specific dates)**
3. **Confirmation that you have read and agree to the usher expectations**

If there are specific times or dates you are NOT available please list them. Requests are booked in the order they are received. Thanks in advance for your patience!

Example:

1. Jay and Jenny Cross (2)
2. 1st –Wed, 2nd –Sat Mat, 3rd- Fri, we will be out of town June 16th -July 31st.
3. I have read and agree to the usher expectations

^After January, those wishing to usher will be added to the show and last minute cancellation list.

2017 Season: Pursue

Room Service February 1-March 4

Evidence of Things Unseen March 29-April 29

Busman's Honeymoon May 17-June 17

Persuasion July 12-August 19

Relativity Sept 20-October 21

Performances for each show are:

Wednesday & Thursday at 7:30pm (***6:15pm**); Friday & Saturday at 8pm (***6:45pm**)
Saturday Matinee at 2pm (***12:45pm**)

***Usher start time: 1 hour and 15 minutes before performance**