

USHER / FRONT OF HOUSE

Quick Reference Checklist BMI

BEFORE SESSION

Sign in and collect name tag
Check venue access points
Carry out pre-show and post-show checks of venue to ensure readiness, cleanliness and safety of the theatre
Check wristband tickets for the session/day

DURING SESSION

Welcome patrons
Assist with seating as required
Ensure all adults have a current session wristband
Ensure all adults accessing backstage area have WWCC wristband
Monitor audience movement
Monitor device usage (not to be used during performances)
Keep exits and aisles clear

IMPORTANT REMINDERS

Understand and follow evacuation procedures
Report patron concerns promptly
Monitor accessibility needs

END OF SHIFT

Collect leftover programs
Check venue cleanliness
Hand over to the next volunteer and sign out

USHER / FRONT OF HOUSE

Quick Reference Checklist CONNORS HALL

BEFORE SESSION

Sign in and collect name tag
Check venue access points
Carry out pre-show and post-show checks of venue to ensure readiness, cleanliness and safety of the theatre
Check wristband tickets for the session/day

DURING SESSION

Welcome patrons
Assist with seating as required
Ensure all adults have a current session wristband
Open doors between items and keep them closed during a performance
Confirm with stage manager a signal to use whenever there is a break between debates so you can allow patrons to move in and out of the theatre
Monitor audience movement
Monitor device usage (not to be used during performances)
The Mair Street door to ACU must remain locked at all times. Please keep an eye on this to allow patrons in
Keep exits and aisles clear

IMPORTANT REMINDERS

Understand and follow evacuation procedures
Report patron concerns promptly
Monitor accessibility needs

END OF SHIFT

Check venue cleanliness
Hand over to the next volunteer and sign out

USHER / FRONT OF HOUSE

Quick Reference Checklist Founders Theatre

BEFORE SESSION

- Sign in and collect name tag
- Check venue access points
- Carry out pre-show and post-show checks of venue to ensure readiness, cleanliness and safety of the theatre
- Check wristband tickets for the session/day

DURING SESSION

- Welcome patrons
- Assist with seating as required
- Ensure all adults have a current session wristband
- Ensure all adults accessing backstage area have WWCC wristband
- Monitor audience movement
- Monitor device usage (not to be used during performances)
- Keep exits and aisles clear

IMPORTANT REMINDERS

- Understand and follow evacuation procedures
- Report patron concerns promptly
- Monitor accessibility needs

END OF SHIFT

- Collect leftover programs
- Check venue cleanliness
- Hand over to the next volunteer and sign out