
Lee Norvelle Theatre and Drama Center

USHERS

THE LEE NORVELLE THEATRE AND DRAMA CENTER OFFERS IU STUDENTS A CHANCE TO SEE FREE SHOWS BY SERVING AS USHERS. USHERS ARE THE FIRST PEOPLE MOST OF OUR AUDIENCE MEMBERS MEET FACE TO FACE. THEREFORE, WE NEED TO PROVIDE THE BEST POSSIBLE SERVICE. WE WANT USHERS TO HAVE A GOOD TIME MEETING THE AUDIENCE WITH AN ENDURING SMILE, AND GREAT SPIRITS.

BEFORE SIGNING UP TO USHER PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

DRESS As a Lee Norvelle Theatre and Drama Center usher we require that you comply with our dress code.

DRESS CODE FOR ALL DEPARTMENT OF THEATRE AND DRAMA EVENTS:

ALL USHERS MUST WEAR DARK DRESS PANTS (PREFERABLY BLACK), WOMEN MAY WEAR A SKIRT NO SHORTER THAN KNEE LENGTH, A SOLID WHITE SHIRT, AND DARK SHOES. (NO JEANS, CUT-OFFS, T-SHIRTS, SANDALS, HATS, ETC.) PLEASE FOLLOW THESE DRESS GUIDELINES. YOU WILL BE SENT HOME TO CHANGE CLOTHES IF THE HOUSE MANAGER DEEMS IT NECESSARY. LOOK SHARP!

TIME Ushers must report to the Lee Norvelle Theatre and Drama Center's R. Keith Michael and Marion Michael Lobby **promptly at 6:30 p.m.** for usher training.

SIGNING UP

E-mail: Send a message to thtraud@indiana.edu

1. Select the show name and performance you want to usher.
2. Include your full name in the message so we can record it accurately.
3. Include your e-mail address in the body of the message.

You will receive a confirmation by e-mail.

Three weeks prior to the show you will receive a reminder message from the House Manager.

Sign-up sheet:

Two weeks before the show opens a sign-up sheet will be posted on the bulletin board outside the scenic studio. This list will include those who have reserved a spot by e-mail.

ONCE YOU HAVE SIGNED UP TO USHER, YOU HAVE MADE A COMMITMENT TO US, SO CAREFULLY CHECK YOUR CALENDAR BEFORE YOU SIGN UP.

Before the show opens the handwritten list will be replaced with a printed list. This is the final form.

DO NOT CHANGE THE PRINTED LIST. IF YOU ARE UNABLE TO FULFILL THIS RESPONSIBILITY YOU MUST FIND A REPLACEMENT AND REPORT THE REPLACEMENT TO THE HOUSE MANAGER.

CONTACT The Lee Norvelle Theatre and Drama Center House Manager is Trish Hausmann. She can be reached in her office at 856-3844 or by e-mail at pjhausma@indiana.edu.

IF YOU HAVE QUESTIONS, PLEASE CONTACT TRISH HAUSMANN BEFORE YOU SIGN UP TO USHER.

BY PLACING YOUR NAME ON ANY USHER SIGN-UP LIST, YOU CONFIRM THAT YOU HAVE READ AND AGREED TO THIS INFORMATION. NON-COMPLIANCE MAY RESULT IN A TWO-SEMESTER DISQUALIFICATION.

Thank you for your help! We look forward to working with you in the Theatre and Drama Center!

John Edward Kinzer

Director of Audience Development

Trish Hausmann

House Manager