



FRONT OF HOUSE VOLUNTEERS

Thank you for supporting JCT. We are a non-profit organization that relies heavily on the kindness and generosity of our volunteers. We greatly appreciate your willingness to help with our production. All front of house operations are overseen by the JCT Board of Directors. Please contact Christine Dalton directly by email should you have any questions regarding front of house duties or volunteer opportunities. (christine@jeffersoncommunitytheatre.com)

USHERS

- Please wear dressy-casual clothes or black pants with a white shirt. A JCT t-shirt or JCT show t-shirt is also acceptable. If you are representing a particular group (such as Girl Scouts, Boy Scouts, ROTC, etc.), then that uniform is also considered acceptable.
- Please arrive one (1) hour prior to the performance time.
 - 1:00 p.m. for a 2:00 p.m. Sunday performance.
 - 6:30 p.m. for a 7:30 p.m. Thursday, Friday or Saturday performance.
 - Please note that some production start times will vary depending on the venue, so this is subject to change.
- Check in with the Board Member on duty or the show Producer, in order to receive additional instructions and supplies if necessary.
- Before the Show:
 - Position yourself at the doors that lead into the auditorium (at JHS).
 - Auditorium doors will remain closed until thirty (30) minutes prior to show time. The Board Member on duty, show Producer, or other JCT representative will notify you when it is time to prop open the doors and let patrons in.
 - Hand out show programs/playbills to patrons as they enter the auditorium.
 - Direct patrons in the appropriate direction for the restrooms if asked. Please be aware that there are restrooms upstairs and downstairs in the JHS PAC. In the Jefferson Civic Center, restrooms are located in the main lobby as well as in the hallway near ballroom A.
 - At show time, the house lights will dim and a curtain speech will be made. At this time, the ushers should begin closing the auditorium doors, leaving one slightly ajar for quieter entry of stragglers and volunteers.



USHERS (continued)

- During the Show:
 - Dim the upstairs lobby lights (at JHS).
 - Return any applicable equipment to the Board Member on Duty or the Producer, fifteen (15) minutes after the show has begun.
 - You may now enter the auditorium and enjoy the show.
 - Please assist with any issues that may arise during the show.
 - Directing people to the bathroom.
 - Making sure that the doors at the back of the auditorium (at JHS) do not bang as people go in and out.

- Intermission:
 - As the house lights are turned up, turn up the lobby lights and prop the auditorium doors open again.
 - Remind patrons that they must finish their beverage/snack in the lobby before returning to their seats.
 - Help patrons get back into their seat following intermission.
 - On average, intermission is usually 15 minutes (exact duration will be communicated). At two to five (2-5) minutes prior to the show resuming, please flash the lobby lights several times to signal that it is time to return to the auditorium.
 - Upon the end of intermission, close the doors and dim the lobby lights again.
 - You may now re-enter the auditorium and enjoy the show.

- After the Show:
 - At the conclusion of the show, once the house lights are back up, prop open all the doors and raise the lobby lights again.
 - We recycle the programs, so if people do not want to keep their programs, please indicate where the provided collection box is.
 - Once the theatre clears, please walk the rows of seats to collect and dispose of any programs or trash left in the auditorium.

Handicap Accessibility at Jefferson High School: If there is a patron that is unable to climb the stairs, an usher or ticket taker may leave their place in order to help them down the hallway into the auditorium. The handicap accessible hallway is to the left of the main stairs, through a door. At the end of the hallways there is a door on the right that enters into the auditorium at the front of the stage. Once you have also assisted them through the doors and with finding a good spot, then please return to your previous position.

Thank you for your help in making our show a success!