

**Winthrop University**  
**Department of Theatre and Dance**  
**Usher Dress Code and Duties**

- Ushers are expected to arrive 45 minutes before the performance. (1:15 for a 2:00 matinee and 7:15 for and 8:00 pm performance.)
- Ushers are expected to stay until the performance is over.
- Ushers should be appropriately dressed. While “Sunday best” is not required, dress pants and shirt for men and a dress, or skirt/slacks and blouse for women are requested. No shorts, sweat suits, torn jeans or flip flops. The House Manager reserves the right to refuse your services if you are inappropriately dressed.
- Pre-show duties include taking tickets, handing out programs, and assisting patrons to their assigned seats.
- During intermission the ushers will help monitor the doors to insure that no food or drink comes into the theatre.
- After the performance the ushers will help to clear the house by picking up dropped programs and straightening seats.
- Once these duties are satisfactorily completed the House Manager will contact the instructor to arrange for credit.