



Volunteer Profile

Name: _____

Home/Cell Phone: _____

Work Phone: _____

E-Mail: _____

email is the best way for The Henegar Center to contact its volunteers

Emergency Contact: _____

Phone: _____

You are responsible for signing up your own usher dates. To sign up for an usher appointment please visit our website at: <https://instant-scheduling.com/sch.php?kn=2444031>

The Henegar Center uses volunteer ushers for each public performance. In return for your services as a volunteer usher, you may attend the performance for free.

Please keep your confirmation email. *If you need to cancel or reschedule your usher appointment, you can do so by clicking on the link in your confirmation email.*

We request that our ushers wear all black clothing when they come to usher. Please **arrive one hour** prior to show time to check in with the House Manager at our Box Office. Duties for ushers include taking tickets, handing out programs, assisting patrons with seating, and picking up programs that may get left behind in the theatre after the show.

Please initial that you have read and understand your duties as a Volunteer Usher for The Henegar Center:

_____ I understand that I am responsible for signing up my own usher appointments.

_____ I will wear all black clothing when I come to The Henegar Center to usher, no flip flops.

_____ I will perform these volunteer usher duties as requested to do so by the House Manager and should a problem with a patron arise, I will notify the House Manager immediately.

_____ If I am unable to make my scheduled usher appointment I will cancel or reschedule the appointment online.

_____ If I am unable to cancel the appointment online I will contact the Box Office Manager via email or phone.

Please keep this page for your records.

You are responsible for signing up your own usher dates. To sign up for an usher appointment please visit: <https://instant-scheduling.com/sch.php?kn=2444031>

From our website you will:

- Click on “next step”, then choose the show.

Select the date you would like to usher, select the time, enter your information and click submit. You may have to enter your information for each date you choose.

Please Note:

- Available dates for ushers are highlighted with orange boxes.

- Use the drop down arrow next to “Show availabilities for:” to change the show or calendar dates.

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If you need assistance with the online scheduler please contact Karen:

Roger Hughes, *Box Office Manager*

Phone: 321.723.8698

Email roger@henegar.org

Thank you for volunteering with The Henegar Center!