

Skylight Music Theatre & Milwaukee Chamber Theatre Usher Sign-up for 2016-2017 Season

Thank you for your interest in volunteer ushering for the 2016-2017 SMT & MCT season. This sign-up sheet can be used as a guideline to help sign up.

Regarding sign-ups for the upcoming season, we are scheduling less performances and I will be using less volunteers per show so the amount of slots available will decrease from that of this season. If you are not able to sign up for a specific show, I will be utilizing waiting lists. I encourage you to take advantage of those lists.

I want to remind everyone of our standing general guidelines for volunteering at the Broadway Theatre Center (BTC):

- We expect everyone to report on time (1 hr before the posted performance time). Please allow enough time for traffic and parking.
- Dress Requirements: All Black or Black and White (includes shoes). Please no variations of this. If you are not dressed properly going forward, you will be asked to leave or purchase a ticket.
- It is expected of you that when you usher you be able to usher in the Orchestra, Dress Circle, AND Gallery (all three levels); as well as take tickets or the coat room. If you cannot do stairs or go up and down the aisle, please do not sign up. I will not guarantee reserved spots for volunteers.
- **PLEASE INFORM US OF CANCELLATIONS:** We would appreciate the earliest most notice if you need to miss or cancel performances so we can make other arrangements for other volunteers, especially ones on a waiting list (you do not need to find a sub although its appreciated when you do). You can e-mail me at leec@skylightmusictheatre.org or leave a message on my voice mail @ 414-908-6645. I will not get voicemails left on the general skylight voicemail. You could try the box office also, but they do not always answer the phone during performance hours.
- **CHANGING SCHEDULED DATES:** While it is fine to change your scheduled date if conflicts occur, you must check with me to change your dates (I will confirm or say we are full) or you change it yourself on volunteer hub, that is ok. It is **NOT** ok for you to just pick another date and show up without confirming it with me or on volunteer hub just because it is convenient for you. **YOU WILL BE TURNED AWAY IN THOSE CASES – NO EXCEPTIONS.**
- **GROUP MEMBER CANCELLATIONS:** I know many of you sign-up as groups to volunteer. I would appreciate it that if one member of that group cancels that the rest of the group honors that commitment and still show up. We have been getting many volunteers who sign up in groups but not show up when one member cancels. Please plan accordingly and switch your dates also if the other member of the group changes and you want to usher with them. Remember that if a date is full and there is not enough room for all in your group, I will only fill it to capacity and other volunteers will be turned away.
- You should know emergency procedures in any area of the theatre you are covering. If you have questions, please do not hesitate to ask the HM. If emergencies arise, you need to be able to assist patrons out of the theatre or to designated areas at the HM's instructions.
- All other guidelines are outlined in the usher manual posted on the skylight website at <http://www.skylightmusictheatre.org/wp-content/uploads/2011/11/BTC-Usher-Manual-w.-Acknowledgement-Form.pdf>

Usher Sign-ups for 2016-2017 Season

In regards to next season sign-ups, the following procedures will be in place

- 1) Priority Ushers will be allowed to sign-up before the general usher corps beginning April 18, 2016. You will be notified by e-mail ahead of schedule if you are on this list. Priority ushers will need to e-mail choices to leec@skylightmusictheatre.org as online sign-up is not available early. The ushers in the general group that send in schedules early will not guarantee you first sign-up.
- 2) This list is for Skylight Music & Milwaukee Chamber Theatre Cabot Shows only. Studio shows are not on this list. That sign-up will be done at another time. **DO NOT** send me Studio Sign-up choices with your Cabot choices. I will not consider them and I will not save them.
- 3) If you do not remember your volunteer hub account or password, do not create a new one. E-mail me for the information. There is a forgot password link on volunteer hub also if you would like to change it yourself.

Directions: You have 3 choices for signing up. I would prefer either the first (1) or second (2) choice.

Priority Ushers Sign-up: Begins Monday, April 18, 2016. Must E-mail me your choices

General Ushers Sign-up: Begins Sunday, May 1, 2016 after 5:00 pm. (see choices below)

- 1) Log-On to Volunteer Hub <http://skylightmusictheatre.volunteerhub.com> and sign-up beginning **May 1, 2016 @ 5:00 pm** for the general usher pool. (DO NOT RECREATE A LOG-IN IF YOU FORGOT YOUR USERNAME OR PASSWORD, E-MAIL ME)
 - You will be able to sign-up more than one person on a date to secure the spots, but I would ask you let me know the volunteer's names later so I can update it in the computer (you can e-mail me later). Everyone has an account in Hub and in order to receive the credit you need to sign up everyone in your group individually or I will need to.
- 2) Write 1,2 or 3 as your choice numbers in the columns next to the show dates. (If you write your first choice we may not be able to schedule you for some shows. Also keep in mind to not always select the opening weekend of shows as they fill up fast).
- 3) For shows you would like to be scheduled with other ushers, please complete one (1) sheet per group and print the names and addresses (e-mail) of all the other ushers in your group.
 - For shows you would like to be scheduled alone, complete a separate sheet and write your name and address.
 - Submit all sheets together (via e-mail or mail, note: mail is slower and response time is limited)

Name	Phone Number	E-mail

Please note: I am running more sign-ups, notifications, reminders and cancellations via e-mail, It's more convenient for me and easier to reach everyone in a more timely manner.

- If you have e-mail, please make sure it is updated with me and with volunteer hub. If you have e-mail but don't get performance reminders, then chances are your e-mail is not up-to-date with us. Volunteer Hub sends out reminders 1 week before your schedule performance time.
- Returned Confirmations of Sign-ups:
 - If you sign up on Volunteer Hub - That will serve as a confirmation for you. I will not send any confirmations to you. You can also log-in to your account to see your sign-up choices.
 - If you e-mailed/mailed me your choices, I will confirm back your official schedule to you.
 - If you mail in your choices and don't have e-mail, I will have a printed copy for you in the House Manager's office by August. It could be sooner depending on when I receive those dates (after April 14). You can check periodically when you come to usher and pick-up then. Box Office staff and/or Skylight Staff (other than House Manager's) will not have access to those confirmations – please do not call or stop in looking for them – outside of performance hours.

I cannot guarantee any date you give me but I will of course try my best to accommodate everyone.

If you believe you will not be able to handle the guidelines outlined above and in the usher manual (ask for a copy if you do not have one), please consider not signing up or we will be dismissing volunteers this season who violate these guidelines from ushering at the BTC if it will be negatively impacting our patrons theatre experience.

You connect our patrons to our work. You are our front line, the first point of contact and we could not and would not be able to do it without you.

Sincerely,

Lee Caracci
Skylight Music Theatre & BTC House Manager
Direct Dial: 414-908-6645
leec@skylightmusictheatre.org

Note: All Times listed are Performance Starting Times – Report 1 hr before Listed Time

MCT Show #1-Vanya & Sonia

Thurs. Aug 11	7:30 pm
Fri. Aug 12	8:00 pm
Sat Aug 13	8:00 pm
Sun Aug 14	2:00 pm
Wed Aug 17	1:00 pm
Wed Aug 17	7:30 pm
Thurs Aug 18	7:30 pm
Fri Aug 19	8:00 pm
Sat Aug 20	4:00 pm
Sat Aug 20	8:00 pm
Sun Aug 21	2:00 pm
Wed Aug 24	1:00 pm
Thurs Aug 25	7:30 pm
Fri Aug 26	8:00 pm
Sat Aug 27	4:00 pm
Sat Aug 27	8:00 pm
Sun Aug 28	2:00 pm

SMT Show #1-Violet

Fri. Sept 30	7:30 pm
Sat. Oct 1	7:30 pm
Sun. Oct 2	2:00 pm
Wed. Oct 5	2:00 pm
Wed. Oct 5	7:30 pm
Fri. Oct 7	7:30 pm
Sat. Oct. 8	7:30 pm
Sun. Oct. 9	2:00 pm
Tues. Oct 11 (SM)	11:00 am
Wed. Oct 12	7:30 pm
Thurs. Oct 13	7:30 pm
Fri. Oct. 14	7:30 pm
Sat. Oct 15	7:30 pm
Sun. Oct. 16	2:00 pm

SMT Show #2-La Cage

Fri. Nov. 18	7:30 pm
Sat. Nov. 19	7:30 pm
Sun. Nov. 20	2:00 pm
Wed. Nov. 23	7:30 pm
Fri. Nov. 25	7:30 pm
Sat. Nov 26	2:00 pm
Sat. Nov. 26	7:30 pm
Sun. Nov. 27	2:00 pm
Wed. Nov. 30	7:30 pm
Thurs. Dec.1	7:30 pm
Fri. Dec. 2	7:30 pm
Sat. Dec.3	7:30 pm
Sun. Dec. 4	2:00 pm
Wed. Dec. 7	7:30 pm
Thurs. Dec. 8	7:30 pm
Fri. Dec. 9	7:30 pm
Sat. Dec. 10	2:00 pm
Sat. Dec. 10	7:30 pm
Sun. Dec. 11	2:00 pm
Wed. Dec. 14	2:00 pm
Wed. Dec. 14	7:30 pm
Fri. Dec. 16	7:30 pm
Sat. Dec. 17	2:00 pm
Sat. Dec. 17	7:30 pm
Sun. Dec. 18	2:00 pm
Tues. Dec. 20	7:30 pm
Wed. Dec. 21	2:00 pm
Wed. Dec. 21	7:30 pm
Thurs. Dec. 22	7:30 pm
Fri. Dec. 23	2:00 pm
Fri. Dec. 23	7:30 pm

SMT Show #3-I Love You, You're

Fri. Feb. 3	7:30 pm
Sat. Feb. 4	7:30 pm
Sun. Feb. 5	2:00 pm
Wed. Feb. 8	7:30 pm
Fri. Feb. 10	7:30 pm
Sat. Feb. 11	7:30 pm
Sun. Feb. 12	2:00 pm
Tues. Feb. 14	7:30 pm
Wed. Feb 15	2:00 pm
Wed. Feb. 15	7:30 pm
Fri. Feb. 17	7:30 pm
Sat. Feb. 18	7:30 pm
Sun. Feb. 19	2:00 pm

SMT Show #4-Zemire et Azor

Fri. Mar. 17	7:30 pm
Sat. Mar. 18	7:30 pm
Sun. Mar. 19	2:00 pm
Tues. Mar. 21 (SM)	11:00 am
Wed. Mar. 22	7:30 pm
Fri. Mar. 24	7:30 pm
Sat. Mar. 25	7:30 pm
Sun. Mar. 26	2:00 pm

MCT Show #5-Great Expectations

Thurs. Apr. 13	7:30 pm
Fri. Apr. 14	8:00 pm
Sat. Apr. 15	8:00 pm
Sun. Apr. 16	2:00 pm
Wed. Apr. 19	1:00 pm
Wed. Apr. 19	7:30 pm
Thurs. Apr. 20	7:30 pm
Fri. Apr. 21	8:00 pm
Sat. Apr. 22	4:00 pm
Sat. Apr. 22	8:00 pm
Sun. Apr. 23	2:00 pm
Wed. Apr. 26	1:00 pm
Thurs. Apr. 27 (SM)	11:00 AM
Thurs. Apr. 27	7:30 pm
Fri. Apr. 28	8:00 pm
Sat. Apr. 29	4:00 pm
Sat. Apr. 29	8:00 pm
Sun. Apr. 30	2:00 pm

SMT Show #5-Sweeney Todd

Fri. May 19	7:30 pm
Sat. May 20	7:30 pm
Sun. May 21	2:00 pm
Wed. May 24	7:30 pm
Thurs. May 25	7:30 pm
Fri. May 26	7:30 pm
Sat. May 27	7:30 pm
Sun. May 28	2:00 pm
Tues May. 30 (SM)	11:00 am
Wed. May 31	7:30 pm
Thurs. Jun. 1	7:30 pm
Fri. Jun. 2	7:30 pm
Sat. Jun. 3	7:30 pm
Sun. Jun. 4	2:00 pm
Wed. Jun. 7	2:00 pm
Thurs. Jun. 8	7:30 pm
Fri. Jun. 9	7:30 pm
Sat. Jun. 10	7:30 pm
Sun. Jun. 11	2:00 pm

Usher Names:

(SM) Student Matinee

- **If possible, try to select choices across different weeks (example: don't select all three choices in the same weekend...)**
- **All usher sign-ups can be e-mailed to lee @ lee@skylightmusictheatre.org or completed online May 1 after 5:00 pm.**
- **Please indicate First, Second & Third choices for each performance by placing a 1, 2 or 3 next to requested performance.**
- **We cannot guarantee all choices.**
- **Studio show sign-ups will be conducted at a later designated date.**

YES, I understand what duties & responsibilities are asked of myself (or my group) in volunteering according to the BTC Usher Manual and the new guidelines on the front page of this sign-up.