



Ushering in the Arts Agreement

Ushering in the Arts is the volunteer program of the Alaska Center for the Performing Arts funded in part by ConocoPhillips, First National Bank Alaska, and its members. This program provides trained volunteer ushers who are available to non-profit performance organizations outside of the Alaska Center.

Ushers work as a team to provide services such as ticket scanning and seating assistance under specific instructions from the house manager or usher coordinator.

The goal of the Ushering in the Arts program and its ushers is to make each patron's theatre experience welcoming and safe. Ushering in the Arts members adhere to a dress and conduct code, and report for duty one hour before curtain to meet with the house manager provided by your organization to receive an orientation. The ushers wear name badges and have flashlights for ease in seating patrons. Patrons can expect cordial greetings and efficient seating. Ushers will assist performance groups by providing consistent service and accurate seating of patrons.

Ushers should not be requested to sell tickets, concession items or otherwise handle money.

All users of the Ushering in the Arts program in non-Alaska Center venues will pay a fee for each performance. Please see the attached schedule to determine your fee.

Agreement Terms

- We agree to provide details pertaining to each performance to the Volunteer Program Manager of the Alaska Center **six weeks prior** to the first event for scheduling purposes, and to be in contact with the manager if any changes occur.
- We agree to provide instruction by our house manager for each performance one hour prior to curtain. We agree to review all evacuation routes with the ushers, and instruct ushers on procedures. House managers need to be stationed in the lobby, visible and available for all emergencies throughout the entirety of the performance.
- We agree to provide seating for all the ushers at the performance in areas that best serve the performance and the patrons, and provide easy access to evacuation routes. This seating should not be located in areas that would be in violation of safety codes.
- We agree to provide letters of support to the granting organizations upon request by the Volunteer Services Manager.
- We agree to return the usher attendance sheet as well as two copies of the performance program.
- **We agree to give written credit in each performance program as follows:**

The ushers serving this program are members of Ushering in the Arts, the volunteer program of the Alaska Center for the Performing Arts, funded in part by ConocoPhillips, First National Bank Alaska and the ushers themselves. Volunteer Services Manager Melissa Weckhorst directs the program. She can be reached at (907) 263-2920 or mweckhorst@alaskapac.org. Learn more at www.alaskapac.org/uita.

Authorized Signature

Date

The fee for this service will be:

\$

Send checks made out to **ACPA** to ACPA, 621 W. 6th Ave., Anchorage, AK 99501.
Call (907)263-2920 to pay by credit card.

Ushering in the Arts Agreement Fee Schedule

Non-profit performing arts organizations using the Ushering in the Arts program will pay the following service fees per performance. The fees are based on the varying number of required ushers **per venue**.

Venue	Current Fee per performance*
UAA Wendy Williamson Auditorium	\$35
UAA Recital Hall	\$35
UAA Main Stage	\$25
UAA Harper Studio	\$20
APU Grant Hall	\$25
West High School	\$65
East High School	\$35
Bartlett High School	\$35
49 th State Brewing Co. Theatre	\$20
Anchorage Museum Theatre	\$20
Loussac Wilda Marston Theatre	\$20

***Please be advised fees were increased September 1, 2017, as shown here.**

If your non-profit performing arts organization is interested in using the Ushering in the Arts program and the venue is not listed above, please contact Melissa Weckhorst at (907) 263-2920 or mweckhorst@alaskapac.org regarding fee information for other locations.