

# IMPORTANT USHERING INFORMATION

## Be sure to read this and respond, if needed

### THE SCHEDULE

Here is the ushering schedule for the entire semester. Please review it immediately to see when you work first. Our first show opens this coming Wednesday! Also make sure I have not scheduled you for dates you noted you could NOT work and that you are scheduled for SIX shifts (tell me if I've scheduled you for five or seven so I can make adjustments. We can take care of it if we know about it.) You need to work six shifts to complete the contract; if you have an unexcused absence, you will need to work TWO shifts to make up for that missed shift.

### TRAINING AND PERFORMANCES

Usher training is MANDATORY and will be held twice for 30-40 minutes in the Performing Arts Center lobby. You need attend only one. Times are **6:30 p.m. Monday, Sept. 14, and 4 p.m. Tuesday, Sept. 15, in the PA lobby in front of the Ted Paul Theatre.** You should have noted on your conflicts sheet if you couldn't make it. Contact me immediately at **mike.lagerquist@mnsu.edu** if you cannot attend. We must get you the information before your first ushering shift because there isn't time otherwise.

For shows, you are to report to the concessions room in the lobby of the Performing Arts Center (near the main doors to the parking lot) by **6:45 p.m.** for a 7:30 p.m. show, **1:15 p.m.** for a 2:00 p.m. show and **11:15 p.m.** for a midnight show. Introduce yourself to the student house manager (for *One Flea Spare* it is Stacy DeGolier, a Theatre & Dance student.) The house manager will be your supervisor for the night. This 45 minutes is needed to give you your assignments

for the night and to go over any information for that performance; theatre usually opens 20 minutes before showtime.

### SWITCHING AND MISSING SHIFTS

The online schedule can be found at **<http://www.mnsu.edu/theatre/staff/ushers.html>**. This will be the most current schedule with usher switches, missed shifts, etc., noted. If you need to switch with someone, consult the schedule, find a date that you can work and contact people who are scheduled for that show. You **MUST** switch shifts ... you cannot simply have them take your shift. If you don't take one of their shifts you will NOT fulfill the contract. When you have found someone, e-mail me and I will make the change. I'll e-mail each person involved to confirm. Again, if you miss a shift for which you are scheduled, not only will you create a hardship for us but you will be required to work TWO SHIFTS to make up for it. Please don't let this happen!

Any questions about the schedule should be directed to me, not your classroom teacher. If for any reason you end up having to drop the class, **PLEASE CONTACT ME** so I can make adjustments.

Challenges can be handled if everyone knows about them. If you have questions, e-mail me at **mike.lagerquist@mnsu.edu**. If you need to talk to me about something that is days or weeks away, do so at my office: **507-389-6663**. If something comes up within 24 hours of a scheduled shift, call my cell at **507-380-6163 at a reasonable hour, please**; I will NOT be in my office after an hour before any performance so please don't leave a message there regarding that day's shift.

## USHER SCHEDULE

Remember: *Ushers are required to be at the concessions room in the lobby of the Performing Arts Center by 6:45 p.m. for evening performances 1:15 p.m. for matinees.* If you are going to be late, you should call Mike's cell number (listed below). If you know more than 24 hours in advance, e-mail. Note: If you are unable to work a scheduled shift, find someone who will switch with you. Spots marked "XXXXXX" are NOT available for people needing to switch shifts.

### ONE FLEA SPARE

#### **Wednesday, Sept. 16 @ 7:30 p.m.**

Melanie Anderson  
Kristin Hoerd  
Heather Larson  
Ashley Schloesser  
Samantha Stark

#### **Thursday, Sept. 17 @ 7:30 p.m.**

Tamara Black  
Kayla Cue  
Bethany Nelson  
Kiley Nuernberg  
Jasmine Stephens

#### **Friday, Sept. 18 @ 7:30 p.m.**

Travis Cahill  
Kimberly Carey  
Tyler Huskell  
Jodine Pfaff  
Abby Schwiesow

#### **Saturday, Sept. 19 @ 7:30 p.m.**

Cassie Battenfeld  
Paige Burgstahler  
Alyssa Cassens  
Ann Kahout  
Laura McCallum

## INTO THE WOODS

#### **Thursday, Oct. 1 @ 7:30 p.m.**

Kayla Cue  
Aaron Danielson  
Brittany Nelson  
Emma Sandvig  
Abby Schwiesow  
Alicia Smith

#### **Friday, Oct. 2 @ 7:30 p.m.**

Kimberly Carey  
Brittany Ford  
Tyler Huskell  
Chelsea Notermann  
Joseph Polzin  
Ashley Schloesser

#### **Saturday, Oct. 3 @ 2 p.m. (matinee)**

Melanie Anderson  
Paige Bergstahler  
Jordan Hoese  
Devan Johnson  
Allison Matthews  
Laura McCallum  
Kiley Nuernberg

#### **Saturday, Oct. 3 @ 7:30 p.m. (evening)**

Cassie Battenfeld  
Phoebe Boulester  
Breanna Keltgen  
Lindsey Pexa  
Netsanet Semere  
Jasmine Stephens

#### **Sunday, Oct. 4 @ 2:00 p.m.**

Tamara Black  
Ashley Felton  
Ann Kahout  
Katie Latzke  
Jessica Malepsy  
Samantha Schommer  
Samantha Stark

**Thursday, Oct. 8 @ 7:30 p.m.**

Jonell Jechorek  
Devan Johnson  
Sadie Kelly  
Bethany Nelson  
Kiley Nuernberg  
Joseph Scheller

**Friday, Oct. 9 @ 7:30 p.m.**

Travis Cahill  
Kristin Hoerd  
Kristin Kohlmeyer  
Chelsea Notermann  
Jodine Pfaff  
Jasmine Stephens

**Saturday, Oct. 10 @ 2 p.m. (matinee)**

Phoebe Boulester  
Kimberly Carey  
Aaron Danielson  
Jessica Malepsy  
Laura McCallum  
Abby Schwiesow

**Saturday, Oct. 10 @ 7:30 p.m. (evening)**

Cassie Battenfeld  
Paige Burgstahler  
Alyssa Cassens  
Ashley Felton  
Tyler Huskell  
Joseph Polzin

**Sunday, Oct. 11 @ 2:00 p.m. (matinee)**

Melanie Anderson  
Kristin Hoerd  
Ann Kahout  
Heather Larson  
Brittany Nelson  
Samantha Schommer  
Samantha Stark

**TWELVE ANGRY MEN**

**Thursday, Oct. 15 @ 7:30 p.m.**

Travis Cahill  
Katie Latzke  
Jodine Pfaff  
Joseph Scheller  
Alicia Smith

**Friday, Oct. 16 @ 7:30 p.m.**

Cassie Battenfeld  
Tamara Black  
Kayla Cue  
Ann Kahout  
Ashley Schloesser

**Saturday, Oct. 17 @ 2 p.m. (matinee)**

Phoebe Boulester  
Kristina Kohlmeyer  
Allison Matthews  
Chelsea Notermann  
Netsanet Semere  
Jasmine Stephens

**Saturday, Oct. 17 @ 7:30 p.m. (evening)**

Tyler Huskell  
Heather Larson  
Lindsey Pexa  
Samantha Schommer  
Abby Schwiesow

**Sunday, Oct. 18 @ 2:00 p.m. (matinee)**

Melanie Anderson  
Alyssa Cassens  
Aaron Danielson  
Breanna Keltgen  
Emma Sandvig

**Wednesday, Oct. 21 @ 7:30 p.m.**

Tamara Black  
Kristin Hoerd  
Devan Johnson  
Bethany Nelson  
Kiley Nuernberg  
Samantha Stark

**Thursday, Oct. 22 @ 7:30 p.m.**

Travis Cahill  
Jessica Malepsy  
Brittany Nelson  
Jodine Pfaff  
Joseph Scheller

**Friday, Oct. 23 @ 7:30 p.m.**

Ashley Felton  
Brittany Ford  
Breanna Keltgen  
Ashley Schloesser  
Jasmine Stephens

**Saturday, Oct. 24 @ 2 p.m. (matinee)**

Kayla Cue  
Jordan Hoese  
Jonell Jechorek  
Sadie Kelly  
Allison Matthews  
Laura McCallum

**Saturday, Oct. 24 @ 7:30 p.m. (evening)**

Paige Burgstahler  
Kimberly Carey  
Joseph Polzin  
Samantha Schommer  
Alicia Smith

**Sunday, Oct. 25 @ 2:00 p.m. (matinee)**

Cassie Battenfeld  
Heather Larson  
Lindsey Pexa  
Emma Sandvig  
Netsanet Semere

**A CHRISTMAS CAROL**

**Thursday, Nov. 12 @ 7:30 p.m.**

Melanie Anderson  
Sadie Kelly  
Kiley Nuernberg  
Joseph Polzin  
Joseph Scheller  
Abby Schwiesow  
Alicia Smith

**Friday, Nov. 13 @ 7:30 p.m.**

Cassie Battenfeld  
Travis Cahill  
Alyssa Cassens  
Kristin Hoerd  
Chelsea Notermann  
Jodine Pfaff

**Saturday, Nov. 14 @ 2 p.m. (matinee)**

Aaron Danielson  
Tyler Huskell  
Kristina Kohlmeyer  
Laura McCallum  
Samantha Stark  
Jasmine Stephens

**Saturday, Nov. 14 @ 7:30 p.m. (evening)**

Phoebe Boulester  
Kimberly Carey  
Heather Larson  
Brittany Nelson  
Chelsea Notermann  
Samantha Schommer

**Sunday, Nov. 15 @ 2:00 p.m. (matinee)**

Tamara Black  
Alyssa Cassens  
Devan Johnson  
Lindsey Pexa  
Emma Sandvig  
Netsanet Semere

**Thursday, Nov. 19 @ 7:30 p.m.**

Jordan Hoese  
Jonell Jechorek  
Bethany Nelson  
Kiley Nuernberg  
Joseph Scheller  
Abby Schwiesow

**Friday, Nov. 20 @ 7:30 p.m.**

Phoebe Boulester  
Ashley Felton  
Brittany Ford  
Ann Kahout  
Brittany Nelson  
Ashley Schloesser

**Saturday, Nov. 21 @ 2 p.m. (matinee)**

Paige Burgstahler  
Kayla Cue  
Sadie Kelly  
Kristina Kohlmeyer  
Samantha Stark  
XXXXXX

**Saturday, Nov. 21 @ 7:30 p.m. (evening)**

Tamara Black  
Heather Larson  
Allison Matthews  
Jodine Pfaff  
XXXXX  
XXXXX

**Sunday, Nov. 22 @ 2:00 p.m. (matinee)**

Kimberly Carey  
Jonell Jechorek  
Breanna Keltgen  
Katie Latzke  
Jessica Malepsy  
Samantha Schommer

**Saturday, Nov. 28 @ 7:30 p.m. (evening)**

Travis Cahill  
Aaron Danielson  
Tyler Huskell  
Joseph Polzin  
Netsanet Semere  
Alicia Smith

**Sunday, Nov. 29 @ 2:00 p.m. (matinee)**

Kayla Cue  
Brittany Ford  
Jordan Hoese  
Laura McCallum  
Lindsey Pexa  
Emma Sandvig  
Ashley Schloesser

**ROCKY HORROR SHOW**

**Wednesday, Dec. 2 @ 7:30 p.m. (evening)**

Brittany Ford  
Kristin Hoerd  
Sadie Kelly  
Breanna Keltgen  
Brittany Nelson

**Thursday, Dec. 3 @ 7:30 p.m.**

Paige Burgstahler  
Jordan Hoese  
Bethany Nelson  
Lindsey Pexa  
Joseph Scheller

**Friday, Dec. 4 @ 7:30 p.m.**

Alyssa Cassens  
Ashley Felton  
Devan Johnson  
Emma Sandvig  
Netsanet Semere

**Friday, Dec. 4 @ MIDNIGHT**

Phoebe Boulester  
Jonell Jechorek  
Kristina Kohlmeyer  
Katie Latzke  
Joseph Polzin

**Saturday, Dec. 5 @ 7:30 p.m.**

Melanie Anderson  
Aaron Danielson  
Chelsea Notermann  
Alicia Smith  
XXXXX

**Saturday, Dec. 5 @ MIDNIGHT**

Jonell Jechorek  
Katie Latzke  
Jessica Malepsy  
Allison Matthews  
XXXXX

**DANCE CONCERT**

**Friday, Dec. 4 @ 7:30 p.m.**

Ashley Felton  
Jordan Hoese  
Devan Johnson  
Ann Kahout  
Sadie Kelly  
Bethany Nelson

**Saturday, Dec. 5 @ 2:00 p.m. (matinee)**

Brittany Ford  
Kristina Kohlmeyer  
Jessica Malepsy  
XXXXX  
XXXXX  
XXXXX

**Saturday, Dec. 5 @ 7:30 p.m. (evening)**

Breanna Keltgen  
Katie Latzke  
Allison Matthews  
XXXXX  
XXXXX  
XXXXX

## USHER CONTACT INFORMATION

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