

# 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 on **Thursday, Jan. 26!** 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 and get full points. You will be penalized points for missed shifts or showing up late; two unexcused missed shifts and you fail the contract.

## TRAINING AND PERFORMANCES

Usher training is MANDATORY and will be held twice for 35-40 minutes in the Earley Center for Performing Arts lobby. You need attend only one. Times are **4:00 p.m. Monday, Jan. 23, and 6:30 p.m. Tuesday, Jan. 24, 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](mailto:mike.lagerquist@mnsu.edu) if you cannot attend and haven't told me previously.** 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 Earley Center for Performing Arts (near the main doors to the parking lot) by **6:45 p.m.** for a 7:30 p.m. show or **1:15 p.m.** for a 2:00 p.m. show. Introduce yourself to the student house manager (for *I Hate Hamlet* it is Larissa Schmitz, 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; the 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 or ask to work a different night. 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. ***You are responsible to make more of an effort than simply sending out an e-mail and then telling me nobody responded.*** Be proactive: ask your teacher if you can ask other ushers in your class or CALL people on the ushering list.

Also, if you are more than 10 minutes late for your shift as noted by the house manager, you will be penalized 5 points.

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](mailto: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, text my cell at **507-380-6163**; I will NOT be in my office just 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 Earley Center for Performing Arts by 6:45 p.m. for evening performances 1:15 p.m. for matinees.* If you are going to be late, you should call or text 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.

## I HATE HAMLET

### Thursday, Jan. 26 @ 7:30 p.m.

Sara Aguilar  
Courtney Bluhm  
Kaine Dummer  
Briana Hooper  
Kevin Quintanilla-Toledo

### Friday, Jan. 27 @ 7:30 p.m.

Melanie Adam  
Samantha Besemer  
Laura Kuisle  
Cheikh Nouh  
Emily Prusha  
Mary Schmudlach

### Saturday, Jan. 28 @ 7:30 p.m.

Naquidin Azlan Shah  
Zach Janssen  
Brandon Klemme  
Lisa Lozenski  
Allison Stearns

### Sunday, Jan. 29 @ 2:00 p.m.

Samantha Chmiel  
Colin Etzel  
Alexandra Jeidy  
Amber Nase  
Thao Vang

### Wednesday, Feb. 1 @ 7:30 p.m.

Courtney Bluhm  
Joellen Olari  
Kevin Quintanilla-Toledo  
Jay Rogotzke  
Mitchell Taylor

### Thursday, Feb. 2 @ 7:30 p.m.

Brooke Bush  
Laura Kuisle  
Mary Schmudlach  
Julia Stiegel  
Parker Winning

### Friday, Feb. 3 @ 7:30 p.m.

Sara Aguilar  
Kaine Dummer  
Briana Hooper  
Emily Prusha  
Mai Xee Vang  
Niki Zitur

### Saturday, Feb. 4 @ 2:00 p.m.

Samantha Besemer  
Alexandra Jeidy  
Lisa Lozenski  
Cheikh Nouh  
Thao Vang

### Saturday, Feb. 4 @ 7:30 p.m.

Naquidin Azlan Shah  
Samantha Chmiel  
Colin Etzel  
Brandon Klemme  
Allison Stearns

### Sunday, Feb. 5 @ 2:00 p.m.

Brooke Bush  
Zach Janssen  
Amber Nase  
Joellen Olari  
Jay Rogotzke  
Mitchell Taylor

## **THE IMAGINARY INVALID**

**Thursday, Feb. 16 @ 7:30 p.m.**

Melanie Adam  
Kaine Dummer  
Laura Kuisle  
Vinson Williams  
Parker Winning

**Friday, Feb. 17 @ 7:30 p.m.**

Naquidin Azlan Shah  
Briana Hooper  
Brandon Klemme  
Macey Noren Shellum  
Julia Stiegel  
Mai Xee Vang  
Niki Zitur

**Saturday, Feb. 18 @ 7:30 p.m.**

Samantha Besemer  
Brooke Bush  
Samantha Chmiel  
Mary Schmudlach  
Thao Vang

**Thursday, Feb. 23 @ 7:30 p.m.**

Sara Aguilar  
Courtney Bluhm  
Macey Noren Shellum  
Kevin Quintanilla-Toledo  
Vinson Williams

**Friday, Feb. 24 @ 7:30 p.m.**

Melanie Adam  
Colin Etzel  
Lisa Lozenski  
Amber Nase  
Joellen Olari

**Saturday, Feb. 25 @ 2:00 p.m.**

Samantha Chmiel  
Zach Janssen  
Amber Nase  
Allison Stearns  
Niki Zitur

**Saturday, Feb. 25 @ 7:30 p.m.**

Naquidin Azlan Shah  
Briana Hooper  
Brandon Klemme  
Jay Rogotzke  
Julie Stiegel  
Mai Xee Vang

**Sunday, Feb. 26 @ 2:00 p.m.**

Samantha Besemer  
Alexandra Jeidy  
Laura Kuisle  
Emily Prusha  
Mary Schmudlach  
Mitchell Taylor

## **THE GINGERBREAD LADY**

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

Courtney Bluhm  
Kaine Dummer  
Briana Hooper  
Allison Stearns  
Thao Vang

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

Samantha Chmiel  
Macey Noren Shellum  
Kevin Quintanilla-Toledo  
Parker Winning  
Niki Zitur

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

Melanie Adam  
Brooke Bush  
Colin Etzel  
Laura Kuisle  
Lisa Lozenski

**Saturday, March 24 @ 7:30 p.m.**

Samantha Besemer  
Zach Janssen  
Brandon Klemme  
Cheikh Nouh  
Vinson Williams

**PHANTOM OF THE OPERA**

**Thursday, April 5 @ 7:30 p.m.**

Sara Aguilar  
Alexandra Jeidy  
Lisa Lozenski  
Vinson Williams  
Parker Winning

**Friday, April 6 @ 7:30 p.m.**

Kaine Dummer  
Colin Etzel  
Macey Noren Shellum  
Emily Prusha  
Kevin Quintanilla-Toledo

**Saturday, April 7 @ 2:00 p.m.**

Courtney Bluhm  
Briana Hooper  
Cheikh Nouh  
Allison Stearns  
Thao Vang

**Saturday, April 7 @ 7:30 p.m.**

Melanie Adam  
Brandon Klemme  
Laura Kuisle  
Joellen Olari  
Jay Rogotzke

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

Melanie Adam  
Brooke Bush  
Mary Schmudlach  
Julia Stiegel  
Mitchell Taylor  
Parker Winning

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

Naquidin Azlah Shah  
Samantha Chmiel  
Macey Noren Shellum  
Mai Xee Vang  
Niki Zitur

**Saturday, April 14 @ 2:00 p.m.**

Samantha Besemer  
Zach Janssen  
Amber Nase  
Joellen Olari  
Mitchell Taylor

**Saturday, April 14 @ 7:30 p.m.**

Sara Aguilar  
Alexandra Jeidy  
Cheikh Nouh  
Jay Rogotzke  
Julia Stiegel

**Sunday, April 15 @ 2:00 p.m.**

Kaine Dummer  
Colin Etzel  
Amber Nase  
Emily Prusha  
Mai Xee Vang

**TRUE WEST**

**Wednesday, April 18 @ 7:30 p.m.**

Brooke Bush  
Kevin Quintanilla-Toledo  
Allison Stearns  
Mitchell Taylor  
Vinson Williams

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

Melanie Adam  
Lisa Lozenski  
Cheikh Nouh  
Joellen Olari  
Parker Winning

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

Naquidin Azlah Shah  
Alexandra Jeidy  
Macey Noren Shellum  
Jay Rogotzke  
Thao Vang

**Saturday, April 21 @ 7:30 p.m.**

Sara Aguilar  
Zach Janssen  
Emily Prusha  
Mary Schudlach  
Julia Stiegel

**DANCE CONCERT**

**Friday, April 27 @ 7:30 p.m.**

Vinson Williams  
Niki Zitur

**Saturday, April 28 @ 2:00 p.m.**

Courtney Bluhm  
Mai Xee Vang

**USHER CONTACT INFORMATION**

**Mike Lagerquist — office: 507-389-6663; personal cell: 507-380-6163; mike.lagerquist@mnsu.edu**

- **Adam, Melanie—952-807-6955; melanie.adam@mnsu.edu**
- Sara Aguilar—507-381-2948; sara.aguilar@mnsu.edu
- **Azlan Shah, Naquidin—507-720-9122; naquidin.azlan-shah@mnsu.edu**
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- Vang, Thao—651-500-0827;  
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- **Williams, Vinson—612-991-3820;**  
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- Winning, Parker—651-356-4483;  
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- **Zitur, Niki—651-276-2126;**  
**nicole.zitur@mnsu.edu**