

How to Submit Usher Requests



Hello from Deborah Granite, Coordinator Liaison, The Saints

The Saints can provide ushers for performance venues on an ad-hoc basis. We can post your requirements on our CyberLine, an email broadcast to the Saints membership delivered every Monday, Wednesday, Friday, and as needed for special events. Please follow these instructions:

How to Use the Saints' CyberLine

SAMPLE FORMAT:

1. Address your email request to: Ray Rasane cyberline4saints@yahoo.com
2. Indicate in the subject line "Need Saints' Ushers (otherwise your request will be deleted if blank or does not state your purpose.
3. Name of your venue
4. Your web-site
5. Name of your play/concert/event
6. Program Details-short description
7. Day(s), Date(s), Time(s) of performance
8. Location, Address, Entrance if large facility
9. Report time: usually 45 minutes to 1 hour (if you need ushers to stuff programs – one hour is ok) before performance
10. Dress Code: Saints' standard dress code is Black & White, Badge and Flashlight
11. Parking Information: availability, pay or free, location, on street, etc.
12. Public Transportation: Major routes
13. Contact person: name, telephone number, and e-mail address, preferred form of contact. Please have an answering machine if you are not available to answer phone calls.
14. Please email or phone a confirmation to the volunteers.

Your request must be made EACH time you seek ushers before Midnight, Tuesday, Thursday or Sunday for inclusion in the next Cyberline broadcast.

Hopefully, you will get the number of ushers you need on your first try but you are welcome to use our Cyberline as often as you need to. Just follow the above rules.

Our volunteers expect to be seated before the houselights go down and see the performance. They will pick up after the program and if you wish them to pick up anything other than programs and tickets, (like concessions, etc.) they require plastic gloves.

Thanks and feel free to contact me if you have any questions or concerns.

Deborah Granite membership@saintschicago.org or 847-675-4334