

Dress code policy

Any usher deemed by the UCs to be dressed inappropriately will be asked to change clothing or leave.

Ushers who do not return with proper dress will be given zero (0) points for that show and recorded as a dress code violation.

“Appropriate dress” is defined by the following guidelines:

Male and Female

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| <ul style="list-style-type: none">• Dress pants (black or tan)• Khaki pants• Sweaters• Polo shirts | <ul style="list-style-type: none">• Bermuda “shorts” - below the knee• Cardigans• Ruffled shirts• Closed-toe heels/shoes |
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Male

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| <ul style="list-style-type: none">• Collared shirts• Button ups• Sperrys/deck shoes• Dress shirts | <ul style="list-style-type: none">• Ballet flats• Ankle boots• Skirts and dresses - fingertip length |
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What NOT to wear - inappropriate dress for ushering

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| <ul style="list-style-type: none">• Tennis/athletic shoes, weather-specific boots, peep toes, clogs, open-toe shoes/heels, moccasins, crocs• Revealing tops• Leggings as pants• Denim (all)• Headwear | <ul style="list-style-type: none">• T-shirts• Loud patterns• Neon• Shorts• Graphics/large logos• Athletic/sweat pants• Non-collared shirts without something over it |
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Rule of Thumb:

Dress nicely; you are representing Purdue!

Rewards for ushers

- Ticket giveaways on our Facebook page
- Engraved name tags for top ten ushers after each semester
- CVN flashlight for repeat top ten ushers
- Pizza at Elliott shows for ushers who show up 15 minutes early for call time

Frequently Asked Questions

Q:What is a pre-/post-show event?

A: Jam sessions, autograph sessions, and childrens activities before or after shows to enrich the patron experience

Q: What is Friends Intermission Club?

A: Special event located in Hovde Hall for Convocations donors to enjoy refreshments before and during intermission at select Elliott shows

Q: How can I get more involved?

A: E-mail cvn2@purdue.edu to inquire about other support activities for CVN and Convocations

Q: How can I become a UC?

A: Applications for the Executive Board (E-Board) are solicited during the spring semester. Must be able to serve a full year.

Fun facts about Purdue venues

Elliott Hall of Music Loeb Playhouse

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| <ul style="list-style-type: none">• 6005 seats on 3 levels• Opened in 1940• Stage 136' wide × 37' deep | <ul style="list-style-type: none">• 1011 seats on 2 levels• Opened in 1958• Stage 34' wide × 38' deep |
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Elliott Hall is one of the largest proscenium theaters in the United States.



Member Information Guide

*Look inside to learn
how you can see
shows for FREE!*

What is Convocations Voice Network?

- Convocations Voice Network (CVN) is the Student Ushering Club on campus
- Volunteer ushering services for all Purdue Convocations events on and around campus
- Students for the Arts!
- Established in 1985 to support Purdue Convocations
- Membership of more than 300 students from a wide variety of majors and backgrounds

Why should I join?

- See Convocations shows for FREE!
- No dues to pay...ever!
- Earn prizes for ushering!
- Develop valuable public relations and publicity skills!
- Interact with performers (and ushers) from around the world!
- Take part in fun social events!
- Make new friends who share your interests!

How do I join?

Just create an account on our website
...it's that easy!

<http://www.purdue.edu/cvn>

Find us on Facebook!

<http://www.facebook.com/cvn.ushering>

Usher selection process

1. Login or create an account on our website
2. Select the shows and events you would like to usher
3. You will receive an e-mail seven (7) days before the show indicating if you were selected or cut from the show (based on points—see next section)
4. If you are cut, you may still be selected if another usher cancels prior to the show
 - a. Selection prior to 48 hours before the show: you are expected to usher or cancel on the website (will be penalized for no-show)
 - b. Selection within 48 hours of show: you are not required to usher or cancel (will NOT be penalized for no-show)
5. If you cannot usher a show for which you have been selected, cancel on our website up to 48 hours before the show without penalty (failure to cancel will result in a loss of points). ***You cannot find your own substitute!***

Point system

Ushers are selected for an event by sorting requesting members by descending point total and selecting from the top of the list.

- Shows/events ushered = +10 points
- Shows cut = +15 points
- Attend social events/callouts = +3 points
- Returning members = +1 point/year
- No-show (failure to cancel) = -45 points
- Cancel within 48 hours = -15 points

Ten easy steps to being an usher

1. Arrive at the venue no later than the stated call time for the show
 - a. Loeb: 1 hour prior to curtain up
 - b. Elliott: 1 hour 15 minutes prior to curtain up
 - i. Arrive 15 minutes before call time at Elliott for free pizza!
 - c. Don't be more than 15 minutes late!
2. Check in with the usher coordinators (UC) in the venue lobby to mark your attendance
3. Sign up to work an aisle at the designated location
 - a. Elliott: House Manager window next to the women's restrooms
 - b. Loeb: near the first set of balcony stairs
4. Store personal belongings in coat area
5. Attend pre-show meeting 15 minutes after call time (per house policy, you will not be permitted to usher if you miss the meeting)
6. Go to your assigned spot at House Open and assist patrons with a smile on your face!
7. Expect to be released by the house staff 15 minutes into the show or first billed act
8. Return badges and flashlights immediately following dismissal to check-in location or give to a UC
9. Stay and watch the show when released if you would like!
10. Have fun!