

Ticket Seller Guidelines

- Arrive one hour prior to show time.
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- Wear dark, preferably black, slacks or skirt with a white shirt, blouse, or sweater (no T-shirts).
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- Be familiar with the seating arrangement at the EPAC Theater in order to direct patrons to the correct auditorium aisle (see seating map below).
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- Greet the patrons in a friendly way... “Thanks for coming... enjoy the show.”
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- Partially tear each patron's ticket and direct the patron inside the auditorium to the left or right aisle depending on their seat location.
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- “Stand by” for at least 15 minutes once the show has begun in order to greet and admit late arrivals.
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- At intermission, assist the cafe volunteers in the concessions area.
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- Keep your eyes open for patrons who may attempt to bring food or drinks into the auditorium. If you see someone, remind them politely that food, coffee, and soft drinks are not allowed in the auditorium. Water is allowed.
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- After the show, assist the ushers in picking up anything left on the floor of the auditorium (programs, tickets, candy wrappers, etc.) and depositing it in the trash receptacles.