**Ushers**

**Purpose**

This Committee is formed for the orderly movement of attendees at the Convention Site.

Generally, the LSC Ushers will operate and be coordinated from the Manpower Room. When a

volunteer is relieved of his duty, or no longer needed on his/her committee assignment, they

should return to the Manpower Room for assignment as needed.

**Responsibilities and duties**

* Ensure that adequate Ushers are available, at least 30 minutes before the Sunday afternoon Opening Ceremony and at each business session (less as the weekday’s progress).
* Ushers will be asked to assist in handing out Opening Ceremony programs, daily Grand Lodge Newsletters at Business Sessions, and other data, as required.
* Six (6) Ushers are required to report to the ENCC Hotel & Transportation Coordinator on Sunday at NOON to receive their instructions for working at the Convention Center assisting Delegates in loading buses to return to their Hotels. These duties are expected on Monday, Tuesday and Wednesday mornings at the close of each Business Session.
* Sunday after Closing, have a small table at the entrances with stacks of printed Proposed Resolutions for the Delegates to pick up.
* Ushers are to report to a Grand Lodge Session Coordinator daily.
* Manpower: It is recommended that two (2) assistants to the Chairman of this LSC be assigned to help with the Usher requirements. Each assistant Chairman can take certain Usher tasks as their assignments.
* Dependent upon the tasks assigned, Opening Ceremony & Memorial Service, or Morning sessions, these jobs can be planned and assigned in the Manpower Room. Each Usher could be briefed on their job, times, place of duty and when to check back at the Manpower Room.

**Time commitment**

Pre- convention

None

During convention – at least 20 volunteers for each session including the Opening Ceremony

Sunday, July 2 Noon (6), 3:00pm-8:00pm (20)

Monday, July 3 7:30am – 1pm

Tuesday, July 4 7:30am – 1pm

**GL Funding**: None.