

## **USHERS**

Chair and Co-Chair

Responsibilities: Coordinate Ushers as needed for all convention Activities

- Recruit 50-70 ushers from Riverside/ San Bernardino AA including Young Peoples AA, coordinating with Young People's Chair
- Coordinate with Hostess Chair
- Establish dress code (hats, vests, badges, etc.)
- Establish duty schedule and assignments for main door, banquet room, etc
- Coordinate meeting/dressing room
- Provide maps of convention facilities to Hostesses and Registration
- Provide info on emergency medical facilities and hospitals nearest to hotel. Provide to hostesses and Registration
- Keep traffic at a minimum in front of speakers and the podium area
- Help maintain seating arrangements, Fire code restriction concerning aisles, tables arrangements, etc for banquet and luncheon
- Escort guest to appropriate tables for banquet and luncheon. Table numbers will be on guest tickets and visible on tables

Budget: \$150.00

Proposed Revision April 2010