Waterman Alumnae Group Job Descriptions – Town Hall

## Ushers

The primary job of the Ushers Chair is to greet Town Hall Attendees at the door and hand them their programs for the lecture. The ushers also assist attendees in locating their tables using the seating charts by the door.

After the formal lecture, ushers assist in gathering written questions for the speaker. It is helpful to have others assist with this job since it is difficult for only two people to cover the room adequately.