



## **Usher Information sheet**

"With God, all things are possible" 9<sup>th</sup> Annual Banquet

Four Points by Sheraton, 99 Erdman Way, Leominster, MA, 01453

Thursday, October 20, 2011, 4:45 PM - 8:30 PM.

### **Volunteer usher responsibilities would include:**

- Guys, please wear a white shirt, tie and black pants. Ladies, please wear white shirt and black dress or pants.
- When guests arrive, verify name, address, and email. Also ask if they would like to receive the monthly e-newsletter. (one or two ushers will work with Jessica DeFilippo)
- Seat the banquet guests at their table in the banquet hall; be sure to walk them by the silent auction table.
- Directing people to the rest rooms.
- If necessary, passing out fundraising forms to anyone requesting additional forms.
- Collecting the money donated into gift-bags and delivering the funds to a specific table in the banquet hall. Joyce Hemenway and Dan B will oversee the funds.

The volunteer ushers need to arrive at the Four Points Hotel by 4:45pm. Between 4:50-5:30pm we will provide training so you understand the procedures. The guests will start arriving after 5:30pm. The banquet starts at 6pm and ends at 8:30pm. You may leave immediately after the banquet ends.

Questions: Email or call Daniel Beauregard at [danielb@dlbpc.com](mailto:danielb@dlbpc.com) / 978-952-2503 home -or- 978-697-6279 cell