

Usher Assignment

Session	Day	Building	# Ushers needed
Priesthood Leadership	Saturday	Stake Center	2
Evening Session	Saturday	Stake Center	6
General Session	Sunday	Stake Center	8
	Sunday	Bonds Ranch	8

Usher Responsibilities:

1. Before the meeting starts, Ushers should:
 - a. arrive 60 minutes before the scheduled meeting start time.
 - b. check all rooms to make sure they are clean and the seating is well organized. They should also verify that the climate control systems are turned on.
 - c. encourage conference attendees to take seats toward the front of the room first.
 - d. try to "fill in" empty spots in the chapels within 30 minutes of the scheduled meeting start time. Saving of seats is not permitted within 15 minutes of the scheduled meeting start time.
 - e. close entrance doors during the opening hymn, prior to the prayer.
 - f. stay seated by the doors to assist individuals that may need to leave or re-enter the conference. In general, doors should remain closed during the conference.
2. Approximately 25 minutes after the start of each session, ushers should count the number of individuals present in each building.
 - a. Count every person, including children and infants.
 - b. Count individuals in hallways and side rooms.
 - c. Report number to assigned High Counselor immediately after counting.
3. After the meeting concludes, Ushers should:
 - a. open the entrance doors after the closing prayer.
 - b. remain until all conference attendees have left.
 - c. check all rooms to make sure that they are clean prior to departing.

High Counselor Responsibilities:

1. High Counselor should report the attendance for the assigned building to the Stake Clerk.
2. High Counselor should oversee all Usher activities.