Shows / Events / Performances

What do I say to the audience or main contact before the audience enters the show during the entry admission?

Here at Iconic Productions there is a format that we like to use when communicating with the audience at the entry admission.Â This is a sample of what you should say to the main contact.Â All crew or ushers who have been asked to do this, should ensure they are word perfect with the small script below to ensure consistency and accuracy.

1. **Introduce yourself**. Hello my name is (_____) and I am (mention your role/position) with Iconic Productions.
    - eg: Hi my name is Henry and I am a Stage Manager with Iconic Productions.

2. **Explain how you wish for the audience to enter**. Very soon, I will ask you to usher the audience in a (mention how many lines eg: 1 or 2 lines) in to the performance area and have them sit inside (mention where they will sit, eg ropes, chairs, benches).
    - eg: Very soon, I will ask you to usher the audience in a (a single line) in to the performance area and have them sit inside (on the chairs); or
    - eg: Very soon, I will ask you to usher the audience in a (a single line) in to the performance area and have them sit inside (the red ropes).

3. **Reconfirm where they are to sit and to face the front of the stage**.Â Please make sure that they all sit (mention where they will sit, eg ropes, chairs, benches) facing the front of the stage.
    - eg: Please make sure that they all sit (inside the red ropes) facing the front of the stage.

4. **Inform the contact to have an adult inside the performance area to assist**.Â
    - eg: If I can also ask that you select one of your adult colleagues and have them inside the performance area to usher the audience into the areas they are to sit in.

5. **Ask if there are any questions**.
    - eg: Do you have any questions?

6. **Thank them and ask them to wait until you ask them to enter.**
    - eg: Thank you, please wait and stay here, until I inform you that you may enter.Â I will let you know by giving you the thumbs up.Â May you the best Iconic Experience.

Overall the script the crew or usher or security would say to the audience is:

1. Hello my name is (_____) and I am (mention your role/position) with Iconic Productions.
2. Very soon, I will ask you to usher the audience in a (mention how many lines eg: 1 or 2 lines) in to the performance area and have them sit inside (mention where they will sit, eg ropes, chairs, benches).
3. Please make sure that they all sit (mention where they will sit, eg ropes, chairs, benches) facing the front of the stage.
4. If I can also ask that you select one of your adult colleagues and have them inside the performance area to usher the audience into the areas they are to sit in.
5. Do you have any questions?

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6. Thank you, please wait and stay here, until I inform you that you may enter.Â I will let you know by giving you the thumbs up.Â May you have the best Iconic Experience.

Attached files:

Unique solution ID: #1475
Author: n/a
Last update: 03-May-2020 04:30

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