

Late Seating

*All ushers should *actively* assist with seating patrons during late seating.*

Tips:

- Always make sure to have a flashlight on hand to assist with late seating.
- If you are assigned to a position in the lobby, please be sure to review the aisles inside your nearest curtain prior to opening of the doors. Once the show begins, you should report to that aisle and actively assist with any late seating.
- Details surrounding late seating are based on production needs, which means they change with every event.
- Your floor captain will give you full information on any seating holds during the briefing.
- Please do not sit while your other team members assist with holds. No one sits until the entire team can sit.

Standard Late Seating Procedures Examples:

Concerts:

- Guests usually come and go as they wish.

Broadway Shows:

- Musicals typically have a seating hold determined by the tour's production team.
- During the initial seating hold, all patrons are held at the back of the theatre, either inside or outside the curtains. No patrons will be allowed down the aisle during this type of hold.
- Once the lights dim, all ushers should report to assist with the late seating hold. On the orchestra level, this will be in the back of theatre at each curtain. On the balcony level, this will be seated on the step at your position awaiting the patrons to be directed to you by the pointers, unless told otherwise by your floor captain.
- All ushers should actively assist with seating patrons immediately once any late seating hold ends.

Atlanta Ballet's Nutcracker:

- All latecomers will be seated in the back of the theatre until intermission.
- At intermission, ushers should return to their positions to assist latecomers to their ticketed seats.

Alvin Ailey:

- All latecomers will be held in the Spanish Room until the designated time determined by Alvin Ailey's production team (usually the end of each Act).
- At intermission, ushers should return to their positions to assist latecomers to their ticketed seats.