



School of Music, Theatre and Dance

Dear MTD Scholarship Student:

As part of your MTD scholarship award, you are required to work for ten (10) hours per semester for the department. **All students are required to usher for two or more concerts or shows**, with the remaining time being spent on activities within your program or in the department office.

### **Ushering**

A sign-up for each fall and winter concert/production season will be posted in 207 Varner Hall. You should report to the house manager 90 minutes before the performance commences. You must be dressed appropriately (no jeans or t-shirts) and will be responsible for handing out programs and showing people to their seats. Once you have signed up for a concert/show, **you** are then responsible for serving in that capacity on that date. Failure to meet this obligation or to arrange for a reliable substitute could result in the potential termination of your scholarship award.

### **Department Area and Department Office Support**

Once all ushering needs for the semester have been met, additional activities that are important to the daily functioning of the department (i.e. room set-up, etc) may be used to fulfill the remainder of your ten-hour (per semester) work obligation. All non-ushering work assignments must be approved through your scholarship committee area representative.

Alta Boover – Music  
David Gram – Theatre

Ali Woerner – Dance

Students with previous MTD office experience will receive priority in the assignment of office duties. Once approved by Leah Ruff for an office assignment, you will be individually contacted by an office staff member to set up a report time for your task(s).

**Please keep this form. When it is completed, you should make a copy and return the original to Leah Ruff's office (207 VAR) by the last day of finals week for any given semester for processing.**

## **MTD SCHOLARSHIP SERVICE LOG**

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Major \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Activity	Hours	Date	Faculty/Staff Signature
1. Ushering			
2.			
3.			
4.			

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