

Greetings!

Thank you for volunteering to usher at the KiMo Theatre during the upcoming performances of *Cinderella and the Glass Slipper*. Your commitment to NMYA is very much appreciated. Please read through the following information and contact me if you need clarification or more information.

- The KiMo Theatre is located on the corner of Central Avenue and 5<sup>th</sup> Street in downtown Albuquerque.
- Parking: There are several places to park - northwest corner of 6th & Central - \$2-\$3 cash only; corner of 7th & Central - \$3 cash only; northeast corner of 5th & Copper - a parking garage which is located directly behind the theatre---during the week, the cost is \$1/30 minutes with a maximum charge of \$8 (cash or check only.) There is also metered parking with a 2-hour limit at a cost of \$1/hour (cash/check/credit card.)
- Ushers must enter through “the blue door” on the west side of the building along 5<sup>th</sup> street. (This is the same door your young actor will use.) You will need to ring the doorbell to request entry. Your name will be on a list provided to the Door Monitor. ONLY volunteers, staff, and cast members are allowed entry through this door, and the front doors of the KiMo are locked until all ushers are in place.
- Reporting Time for all ushers is 9 a.m. on the weekdays and 1 p.m. on the weekends. By the time you drop off your young actor, park, and return to the theatre, it will be reporting time!
- There is a brief, mandatory usher orientation each day beginning promptly one hour prior to showtime, and the doors open to the public 30 minutes prior to showtime. The KiMo staff will not allow the theatre doors to open unless there is a minimum of 8 adult ushers in place, so it is **imperative that you arrive on time and let someone know if you are not.**
- The orientation by the theatre staff will explain how the audience is seated, rules of the theatre, assisting guests with special needs, and evacuation procedures. You will be allowed to watch the show after everyone is seated. After the show, you are asked to do a quick check in your area for trash, programs, and personal items that might have been left behind.
- The time commitment for the Wednesday and Monday shows is 9 – 11:30 a.m. The time commitment for the Thursday and Friday shows is 9:00 a.m. – 2:00 p.m. (You are welcome to bring a sack lunch and join the cast for a stage-picnic between shows. There isn't really enough time to leave the theatre to purchase a lunch.) The time commitment for the Saturday and Sunday shows is 1:00–3:30 p.m.
- Feel free to invite friends and family to see the show on Saturday or Sunday. The tickets are \$8 and available at TicketMaster, in the KiMo box office, or at the door.

With gratitude,

Stephanie Molina  
Volunteer Coordinator  
292-8110