

# STUDENT MATINEES AT ACTORS THEATRE

Please review the following information carefully and let us know should you have any comments or questions.

## **Ticket Reservation Inquiries:**

Sarah Peters, Group Sales Manager  
groupsales@actorstheatre.org  
502.585.1210

## **All other Education Program Inquiries:**

Betsy Anne Huggins, Education Manager  
bhuggins@actorstheatre.org  
502.584.1265 ext. 3065

## STUDENT MATINEE CHECKLIST

- \_\_\_\_\_ Share and review the Student and Chaperone Expectations sheet at the bottom of this document with all colleagues, students and chaperones.
- \_\_\_\_\_ Inform Sarah Peters in Group Sales of any accessibility needs (wheelchair seating, audio description, caption theatre, or sign language interpretation) as soon as you are aware.
- \_\_\_\_\_ Print out the matinee bus loading/unloading map and bus window sign – your bus driver will appreciate this step!
- \_\_\_\_\_ RSVP with Betsy Anne Huggins in Education if you plan to stay for the Postshow Talkback with the Cast. *Note: talkbacks are offered on a show-by-show basis, and are not available for Dracula or A Christmas Carol.*

## TEACHER RESOURCES

- **Teacher Preview:** We offer complimentary tickets for teachers to preview a performance. Two tickets to select performances will be made available at the time you place your order for the purpose of previewing the production(s) specifically for any potential concerns regarding content. Dates are subject to availability; alternate dates offered only if originally select performances are unavailable. *Tickets must be used for the date(s) offered and either the teacher in charge of reservation, a named alternate teacher or the school's principal must attend the performance. Cancellations due to content will only be considered legitimate if at least one of the school's representatives attended a preview performance.*
- **Script Request:** To request a copy of the script, please contact Betsy Anne Huggins.
- **Preshow Classroom Workshops,** led by Actors Theatre teaching artists, provide a fun and collaborative opportunity for students to interact up on their feet with the themes, ideas and issues connected to the Actors Theatre production they are about to see. These experiences are subject to availability and fill up quickly. Visit [actorstheatre.org/student-matinees](http://actorstheatre.org/student-matinees) and click the link to request a preshow workshop.
- **Play Guides** are tailor-made study guides accompanying our student matinee productions for use by classroom teachers. Production information, creative conversation starters, writing portfolio suggestions and integrated activities are all meant to enhance the student matinee experience. Play guides will be emailed to teachers at least a month before the performance, and can also be found online at <http://actorstheatre.org/learn/education/educator-resources/play-guides/>.
- **Advisory Notices:** Actors Theatre presents a variety of programming appealing to various grade levels. Please read the advisory notices carefully and contact the education department with any questions.

## ARRIVING AT THE THEATRE

- **Show Time:** Student matinee start times vary. Depending on your matinee date, your performance will begin promptly at either 10:00 a.m. or 10:30 a.m. Please review your reservation carefully.

### Arrival/Departure:

- **Buses must arrive between 30-60 minutes prior to the performance start time.** If you are running late, please call our main office line at 502.584.1265. Your seats are subject to change upon late arrival, and we cannot guarantee we will hold the show for latecomers.
- Buses drop off and pick up students on the north side of Main Street between Third and Fourth Streets, directly across the street from the theatre. Due to city restrictions, this area is strictly for drop off/pick up and not available for bus parking. Please note that we cannot unload or load students on Third Street or on the east bound lane of Main Street between Third and Fourth.
- Multiple school buses travel Main Street in the morning. **To help our greeters spot your bus,** we ask that your bus drivers tape the bus sign to the front window of their bus. **To help you spot us,** greeters with Actors Theatre logo signs will be on Main Street.
- For your safety, **please remain on your bus(es) until a greeter arrives** to welcome your group.
- Greeters will board your bus(es) to welcome your group and give a few last minute instructions. Your greeter will then escort your group to the theatre.
- Please obtain your bus driver's cell phone number, should you need to contact the bus at any time.
- If traveling by car, availability at Actors Theatre's garage and other downtown garages may be limited due to monthly parkers. The parking garages at the Courtyard by Marriott at 2<sup>nd</sup> and Main and at 209 West Market Street are good options if our garage is full. Hourly parking fees will apply.

## INSIDE THE THEATRE

- Please share and review the audience etiquette guidelines with all colleagues, chaperones and students attending the performance. You will also receive a video link demonstrating audience etiquette to share with your students and chaperones prior to your visit.

### After the Performance

- All schools will be dismissed by bus number in the order that buses return to Main Street for pick up.
- In the case of a postshow talkback with cast members, please encourage your students to ask questions. Talkbacks usually last 15-20 minutes.
- Please be sure to pick up your programs in the lobby as you leave.





## STUDENT AND CHAPERONE EXPECTATIONS

### House Rules for Actors Theatre

**We are extremely excited to welcome you to Actors Theatre of Louisville!**

To ensure a positive experience for everyone, including all students and actors, please review these guidelines with your students and chaperones before attending the performance.

- The actors welcome and even crave appropriate responses to their performance. Laugh when it's funny, cry when it's sad, and above all else listen to the actors tell their story. Please, if you enjoy the performance, applaud as the cast takes their bow at the end.
- Please remember that the actors can see you and hear you, even if you speak quietly or whisper to your neighbor. Offer your respect by providing your complete attention and refrain from talking during the performance.
- In an effort to keep our space in great shape, we ask that you do not bring food, drink, gum and candy to the theatre. Cleanup fees will be charged to groups that leave excessive trash.
- Other items that can cause big distractions are cell phones, iPods, video games, laser pointers, cameras and anything else that makes noise or gives off light. Actors Theatre reserves the right to confiscate any electronics in use during the performance.
- Due to copyright laws forbidding recording, no pictures, video, or any other recording can be done in the theatre.
- Students must remain in the theatre during performances. Many shows have an intermission break for stretching and visiting the restroom.
- Teachers and chaperones are expected to help manage students' behavior while viewing the play. We ask that teachers and chaperones intersperse themselves amongst their students.
- Have a great time and come back and visit us soon! Thanks!