



Student Matinee Guide

Tips for a Successful Field Trip

Prior to attending PACE Center:

- Reserve tickets via the reservation request form. PACE Center Box Office staff will contact you to confirm your date and time as well as the number of students and chaperones.
- **It is EXTREMELY important that we have an accurate count of the students and chaperones attending 30 days before the performance.** Please make sure all parents wishing to attend purchase their tickets with your group, rather than purchasing tickets separately. We cannot guarantee tickets will be available nor that individual tickets will be included with school group orders.
- Payment is due 30 days prior to the performance and we will invoice you accordingly. Please include chaperone (parent) payment with total payment.
- Please let us know in advance if any students will be requiring special seating, assistance, food, drink, medication, etc. during their visit on the reservation request form. If you are interested in attending an ASL interpreted performance, please contact us for availability.
- Review theater etiquette in advance of the show. A good audience is just as important to the performance - participation, laughter, tears, and applause are all wonderful and appropriate responses in theater. Inappropriate behavior can affect the whole audience and the performers.
- Study guides are available to enrich to your classroom and field trip experience. Study guides may be downloaded on line or you may request to have them emailed to you by contacting kfletcher@parkeronline.org.

When you arrive at PACE Center:

- Plan to arrive 20 minutes prior to the performance to allow time for seating.
- Buses may drop and pick up in the loading zone of PACE Center. Buses may park in the PACE Center parking lot. Bus drivers are welcomed inside PACE Center.
- Upon arrival, PACE Center staff will meet you at your bus or in the lobby if the group is driving personal vehicles. Please have an accurate count of all students and chaperones and ensure each student and chaperone have a ticket.
- Please remind students, teachers and chaperones to turn off all cell phones, pagers, watch alarms and any other electronic devices before entering the theater.

Food, gum, beverages, notebooks, backpacks, etc. are not allowed in the theater. We ask that all unnecessary items be left at school or on the bus. If items cannot be left at school or on the bus, we will allow students to place items in the lobby of the theater at their own risk. PACE Center is not responsible for lost or stolen items.

Viewing a show at PACE Center:

- The taking of photos, video and recording devices inside the theater are strictly prohibited at all times.

After a show at PACE Center:

- Some student matinees offer a post-show question and answer session with members of the cast. We encourage groups to stay and participate in this informative discussion. This will add approximately 20 minutes to the total run time of the performance. Please confirm if your group will stay for the Q&A on the reservation form.
- Please note, due to space limitations PACE Center is unable to accommodate large groups for indoor or outdoor lunch. We recommend utilizing nearby O'Brien Park.

Need More Info?

- All other questions or concerns, please contact Education Manager, Kirstin Fletcher at kfletcher@parkeronline.org or 303.805.3364.