



7380 E. Second St.  
Scottsdale, AZ 85251  
480-499-TKTS (8587)  
ScottsdalePerformingArts.org

Dear Educator:

Thank you for selecting an event at Scottsdale Center for the Performing Arts as one of your field trips this year. We recognize that field trips are special events and require additional time and energy on your part, and we appreciate that you are willing to do this for the benefit of the young people in your care. In order to make this the best experience possible for you and your students, we are providing the following information:

- A hard copy of your original invoice which was faxed to you at the time you completed your reservation
- Payment policies
- Directions to our facility
- Parking instructions and map for your bus driver(s)
- Basic rules of etiquette to share with your students
- General information

Although we have tried to be thorough and include as much information as possible, please do not hesitate to call one of our box office representatives at 480-499-TKTS (8587) if we can facilitate the process or enhance the experience for your students.

We look forward to seeing you soon.

A handwritten signature in black ink that reads "Abbey Messmer". The signature is written in a cursive, flowing style.

Abbey Messmer  
Programming Administrator and Education Programs

# THEATER ETIQUETTE

Follow the directions of the house manager and ushers who will be in the theater to help everyone get seated quickly and quietly.

3. Sitting on the stairs is prohibited by the fire marshal.
4. Once everyone is seated, you should exit or enter the theater only when absolutely necessary. This is a courtesy to your fellow students and others in the theater.
5. Feet belong on the floor, not on the seats. Also, if you are one of the lucky few in the very front row, please do not put your feet on the edge of the stage. Not only can everyone in the theater see them, but it is also distracting to the artists.
6. Cameras or recording devices may not be used in the theater. If students carry cellphones they must be turned off inside the theater. No texting is allowed.
7. Once the performance has started, please remain quiet; again this is a courtesy so that everyone in the theater, including the performers, can hear what is happening on stage.
8. The artwork in the galleries is to be admired and enjoyed, but never touched. Oil from many fingers and hands can damage delicate painting, and over a period of time, repeated touching can wear away the finish of even the sturdiest-looking sculpture or other works of art. Thank you!

## **Especially for Chaperones:**

a written list of the students in that group.

e him/her with

10. Provide I.D. nametags for students in grades K-3. We recommend using just the child's first name along with the name of the school.
11. Ask chaperones to stay with their assigned group throughout the field trip. Adult chaperones are responsible for the students' conduct and behavior throughout their visit to The Center.
12. Please review theater etiquette rules and responsibilities with all chaperones.

# PAYMENT POLICIES

## PLEASE NOTE:

*Purchase Orders:* Although we will gladly accept a copy of a district purchase order for our files, the box office cannot submit a purchase order to the district for payment. Teachers must follow the approved procedure for their respective school district.

It has been our experience that a district will not issue a check for a purchase order that was submitted without an invoice. It is your responsibility to submit the purchase order along with the enclosed invoice to your accounting department.

Please note that tickets will not be issued for your group. The house manager will have a reservation list and will assist with your seating upon entering the theater. Note: All students, chaperones and teachers must have a paid admission.

If you need more seats than originally reserved, please request them as early as possible by calling the box office. We will make every effort to accommodate you.

## GENERAL INFORMATION

ect concepts of the Arizona Visual Arts Standards. Please schedule three weeks in advance by calling 480-874-4641.

2. Students with special needs:
  - Please advise the box office if your group will include children in wheelchairs or those with other seating needs at the time of reservation.
  - Audio description for the visually impaired and American Sign Language Interpretation are available for some performances with two weeks advance notice.
3. Lost and Found: 480-874-4648
4. Lunches: Sack lunches may be stored in the lobby area for an enjoyable picnic in the park following the performance. (Please, no outside food or drink in the theater.)
5. Chaperones: We recommend that one chaperone is assigned to each group of 10 students for grades 3–12 and one chaperone for each group of six students in grades 2 and under.
6. Photography and videotaping are not permitted in the theater.

# DIRECTIONS TO FACILITY BUS UNLOADING AND PARKING INSTRUCTIONS

blocks east of Scottsdale Road and three blocks south of Indian School Road.

## From Scottsdale Road:

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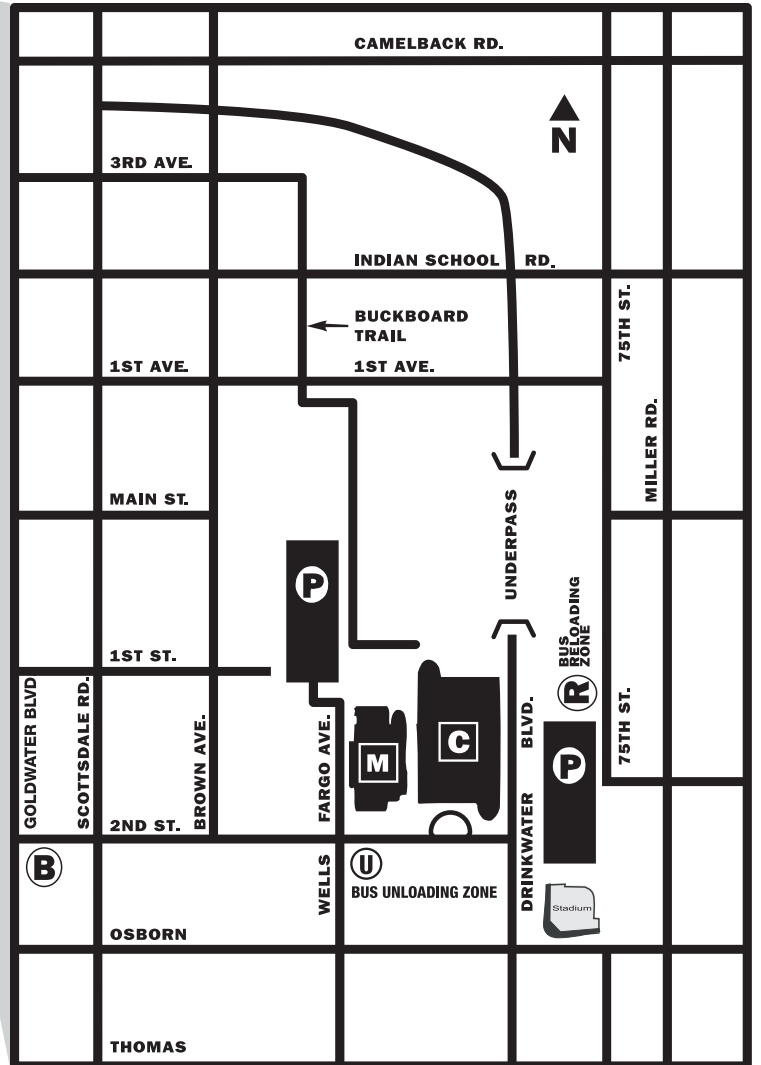
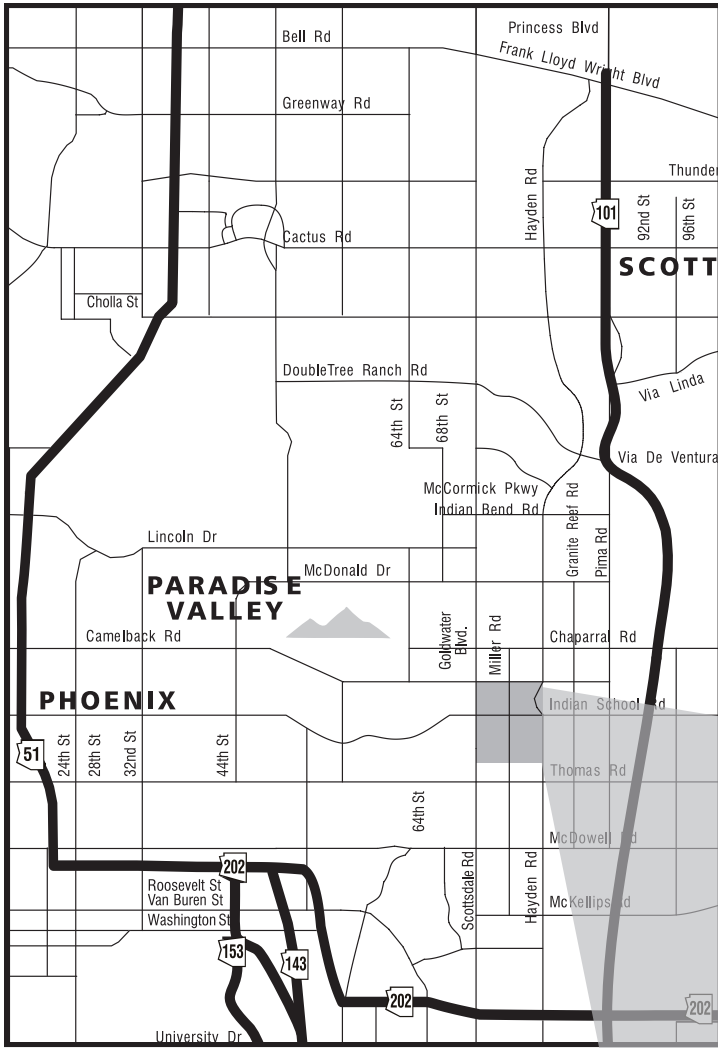
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The reloading area is located on 75<sup>th</sup> Street. Students will exit The Center through the north doors and will need to proceed through the park to the reloading zone where the bus will meet them.

## Bus directions to the reloading area:

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**NOTE: Do not park on the east side of 75<sup>th</sup> Street, and never allow students to cross 75<sup>th</sup> Street in order to reload.**



**P** PARKING    **B** BUS PARKING    **U** UNLOADING    **R** RELOADING

**M** Scottsdale Museum of Contemporary Art [SMoCA]

**C** Scottsdale Center for the Performing Arts