

Arts for Young America School Series

Teachers: Please print off the Bus Drop-Off and Parking sheet (p.2) for your bus driver(s).

Teacher Information for Performance Day

- Study guides are available at www.viterbo.edu/aya.
- Please note that we do not issue actual tickets for school performances. When you arrive, our staff will check you off a list and ushers will show you to your seats.
- If your students have special accommodation needs, please let us know as soon as possible so we can make appropriate seating arrangements. This includes wheelchairs, walkers, visual impairment, hearing impairment, sensory needs, etc.
- Please plan to arrive at least 20 minutes prior to the start of the performance. This ensures we have time to unload your bus safely, get you to your seats, and allow your students to use the restroom.
- Please DO NOT unload your bus until our staff boards your bus to explain where to line up for entrance into the building.
- Please allow our ushers to seat your entire group before children use the restroom. We need to make sure every bottom has a seat.
- Please remind students to dispose of candy, gum, food, and drink items before entering the theatre.
- During the performance, a staff member will be in the lobby should you or your students require assistance.
- After the performance, please remain in your seats. Our staff will dismiss schools from the stage. Groups who walked or came in cars are dismissed first; remaining schools are dismissed in the order in which their buses returned to the lane. When dismissed, escort your students to the buses as quickly and quietly as possible.
- Please help students make sure they have all their belongings: coats, hats, mittens, etc.
- If your school will be arriving in cars or vans, contact us for parking permits at least two weeks prior to the performance. There is no guarantee you will find a spot in our lots, but it is worth a try!
- If you travel a long distance and want your students to visit the bathroom prior to your departure, please let our staff know when you arrive so we can place your bus appropriately in the lane upon return.

Questions? Contact aya@viterbo.edu or 608-796-3735.

Bus Drop-Off and Parking

Enter this address into your GPS or Google Maps: 929 Jackson Street, La Crosse, WI

Your group will enter here.



IMPORTANT NOTES FOR BUS DRIVERS:

- Please do not drive through the Viterbo Fine Arts Center parking lot. Use Viterbo Drive (9th Street) as your entrance. Approach Viterbo Drive from the south only.
- Do not park in Viterbo parking lots. Campus security or La Crosse Police may ticket buses parked there.
- Buses should park south of Jackson Street, preferably on 9th Street, so drivers can approach the bus lane from the south.
- Upon arrival, do not allow students off the bus until a Viterbo staff member asks you to unload near the Fine Arts Center.
- Wait for a staff member to pull the stanchion to enter the bus lane. We must keep it clear during the performance, as it is also a fire lane. If the bus lane is full, please wait LEGALLY PARKED south of Jackson Street until you are able to pull in.
- Please return no earlier than the time our staff gives you.

Starry's Guide to Theatre Etiquette



- ★ Arrive early so you have time to get to your seat.
- ★ Remember: food, candy, drinks, and gum are not allowed in the theatre.
- ★ Visit the restroom before the performance begins, after getting permission from your teacher.
- ★ An usher will walk you to your seats – follow his or her directions closely.
- ★ You may talk quietly to your friends next to you until the show begins.
- ★ When the lights dim in the theatre, it is time for the show to start! This means it is time to pay attention to the stage!
- ★ Please do not talk during the performance; it makes it hard for the actors to do their jobs.
- ★ Please do not use cell phones and other electronic devices during a performance. Make sure they are on silent.
- ★ Try not to leave your seat during the performance unless it is an emergency.
- ★ If you need to re-enter the theatre, please do so quietly and carefully (it will be dark!). Try to wait for applause or at the end of a song.
- ★ Please keep your feet on the floor and not on the seat in front of you. Keep your hands and feet to yourself.
- ★ If you are seated in the balcony, please do not lean over the railing or drop things over the railing.
- ★ Clap at the proper times during the performance. Loud shout-outs and yelling are not appropriate.
- ★ Clapping at the end of the show and after songs is important – it tells the actors they did a great job.

Most importantly... HAVE FUN!!!

