



Arts for Young America School Series

Educator Guide for Performance Day

Please print off the map and driver info (pages 3-4) for your bus driver(s)

Prior to Arrival

- Free study guides are available for most performances at www.viterbo.edu/aya
- 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 accessibility requests, please let us know as soon as possible so we can make appropriate seating arrangements. This includes wheelchairs, walkers, visual or hearing impairment, etc.
- If your students will be arriving in cars or vans, contact us for a temporary parking permit at least two weeks prior to the performance. However, there is no guarantee you will find a spot in our lots. Plan on arriving early!
- At this time, face masks that cover the nose and mouth are required to be worn in all indoor public spaces on the Viterbo campus as a COVID-19 safety precaution.
- Please plan to arrive at least 30 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.

Once You Arrive

- Home school students arriving by car may enter immediately upon arrival. Visit the lobby check-in table.
- STAY ON THE BUS until our staff comes aboard to explain where to line up to enter the building.
- If you travel a long distance and want your students to visit the bathroom prior to your departure, let our staff know when you arrive so we can place your bus appropriately in the lane upon return.
- Please allow our ushers to seat your entire group before using the restroom. We need to make sure everybody has a seat.
- Food and drinks are not allowed in the theatre. Please remind students to dispose of those items, including gum and candy, before entering.
- Remember to silence cell phones and electronic devices during the performance.

During and After the Performance

- A staff member will be in the lobby during the performance 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 will be 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, including coats, hats, mittens, etc.



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



ENTRANCE
Enter through the **WEST** main theatre doors, labeled Dick Record Entrance.



◆ Denotes ADA door openers/alternative entrances

BUS LOADING ONLY
Enter drop-off lane via Viterbo Drive and Jackson Street, not a parking lot. **STAY ON THE BUS** to await further unloading instructions from FAC Staff.

CAR PARKING
Cars may park in **LOT A**, but you must have a parking pass. Otherwise you will be ticketed. Home school students can enter immediately upon arrival and they will be directed to the home school check-in table in the main lobby. They don't have to wait.



- School groups (bused or walk-ups) should remain outside the Dick Record Entrance until instructed by Viterbo FAC staff to enter please.
- Any vehicle parked in Viterbo Lots *without* a pass will be ticketed! If you intend to arrive via car please ask the AYA Programming Coordinator for a day-pass 2 weeks in advance: aya@viterbo.edu.
- Enter this address into your GPS or Google Maps: 929 Jackson Street, La Crosse, WI.

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Bus Driver Information

Driving to the Viterbo Fine Arts Center

- Use the Viterbo Drive and Jackson Street entry to turn into bus loading area, NOT the fine arts parking lot. Approach Viterbo Drive from the south only.
- Check-in with Viterbo staff at the entrance to Viterbo Drive. DO NOT remove barrier post/bollard-wait for staff to do so. 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 can pull in.
- Pull as far forward as possible.
- Students/teachers/chaperones must remain on the bus to await further instructions from Viterbo FAC staff.

Bus Parking

- Currently, buses park off the Viterbo University campus on city streets. We load and unload students in the bus lane. Do not park in Viterbo parking lots. Campus security or La Crosse Police may ticket buses parked there.
- No parking on Jackson Street.
- No parking between Jackson Street and Johnson Street.
- Buses must park legally by the curb: no double-parking in the street.
- Keep alleys, driveways and intersections clear at all times.

Return Time

- Specified return times will be given to you upon arrival by Viterbo FAC Staff. This time is based on number of buses (usually around 20 minutes before show ends). Please return no earlier than the time our staff gives you.
- Pull as far forward as possible.

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 starting! 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.
- ★ 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/transition.
- ★ 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, 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.



Most importantly... HAVE FUN!!!