

Questions?

608-796-3735
aya@viterbo.edu

Teachers: Please print these first two pages and give them to your bus driver(s) when you load the bus.

For bus drivers:

Please arrive 20 minutes before the start of the performance. This gives us time to get everyone seated in the theatre.



Please do not drive through the Viterbo University Fine Arts Center parking lot. Use Viterbo Drive (formerly 9th Street) as your entrance. Approach Viterbo Drive from the south.

Please do not park in the Viterbo University parking lots.

A staff member will check in each bus as it enters the bus lane on Viterbo Drive. The staff member will give each driver a small sheet of instructions that includes where to park and what time he or she should return.

Please do not allow students off the bus until a Viterbo staff member asks you to unload (near the doors to the Fine Arts Center).

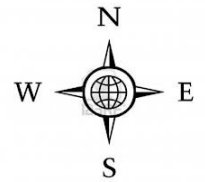
For those arriving in cars or vans:

Please remember that Viterbo parking lots require a permit. If you park in a Viterbo lot without a permit, you will be ticketed.

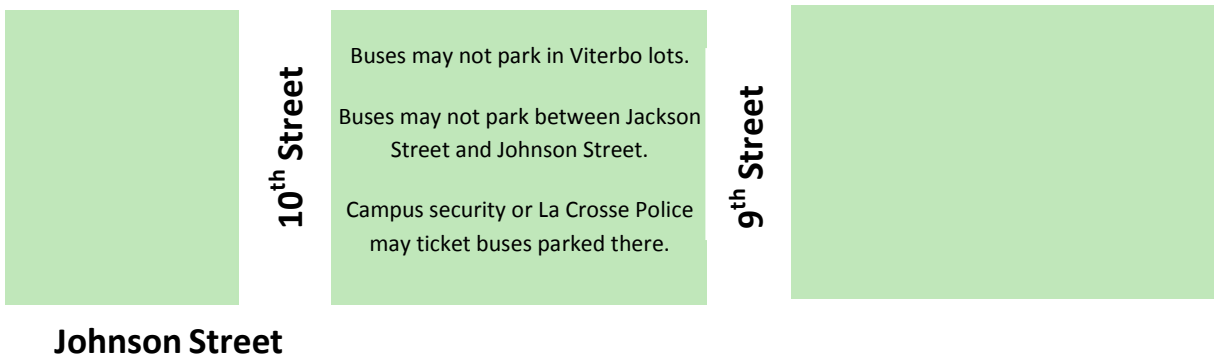
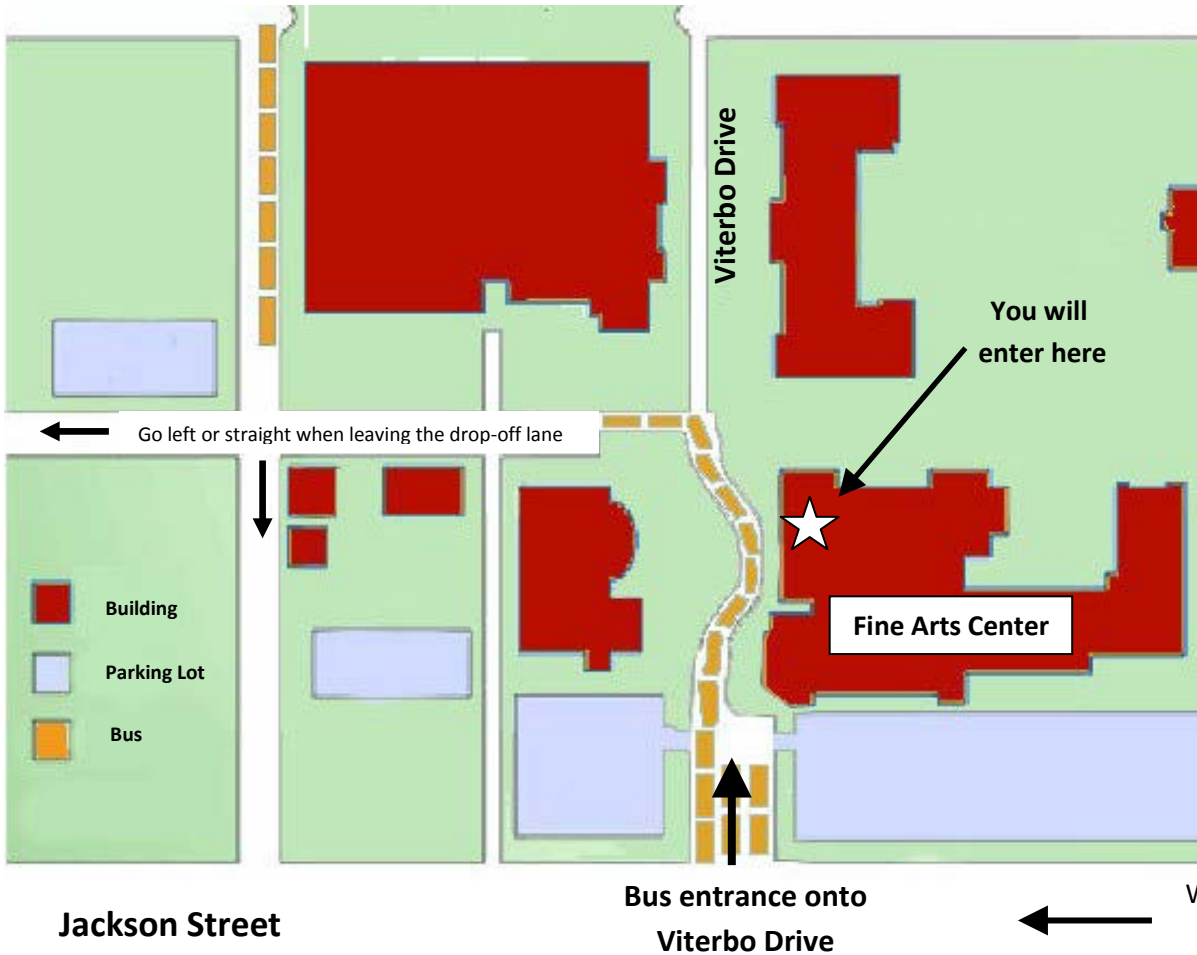
Please arrive early, as you may need to park a few blocks away from the Fine Arts Center. Street parking requires no permit.

If you are arriving in school vans, we can mail you a parking permit(s). Please send us this request via phone or email us at least two weeks before the performance.

Bus Drop-Off & Parking



Teachers:
 Please print these first two pages and give them to your bus driver(s) when you load the bus.



Buses should park on this block or further south so drivers can cross Jackson Street and approach the bus lane from the south.

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 the fire lane. If the bus lane is full, please wait south of Jackson until you are able to pull in.

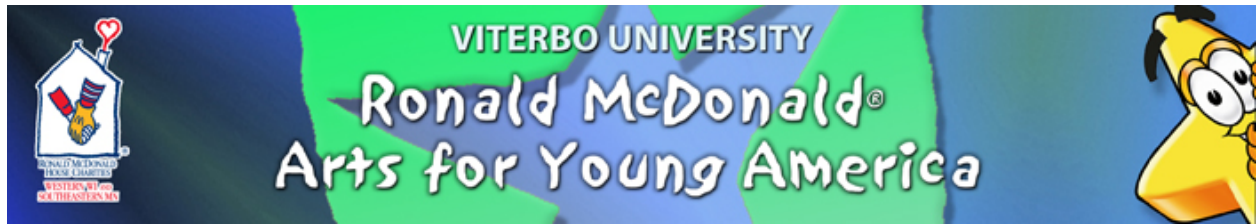


Teacher Information for Performance Day

- **Study guides are available on the web at www.viterbo.edu/aya.** Click on *School Series* and then the show you are attending. There are no study guides for Platinum Edition.
- **Please note that tickets are not printed for school performances.** When you arrive, your group will be checked off a list and the ushers will show you to your seats.
- **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 you are asked to by one of our staff members.** A staff member will board your bus and explain where to line up for entrance into the building.
- **Please allow the ushers to seat your entire group before you allow children to use the restrooms.** We need to make sure every bottom has a seat.
- **Please remind your students to dispose of any candy, gum, or food items before entering the theatre.**
- **During the performance, a staff member will be in the main lobby should you or your students need any assistance.**
- **After the performance, please remain in your seats.** You will be dismissed by school from the stage. Groups who walked are dismissed first; the remaining schools are dismissed in the order that their buses returned to the bus lane. When dismissed, escort your students to the buses as quickly as possible.
- **Please remind students to be sure they have all of their belongings: coats, hats, mittens, etc.** If something does get left behind, please call (608) 796-3735.

If you have any questions about the above procedures or your reservation, please feel free to contact us at 608-796-3735 or aya@viterbo.com.





Starry's Guide to Theatre Etiquette

- Arrive early to the theatre so you have time to get to your seat.
- Remember: food, drinks, candy, and gum are not allowed in the theatre.
- Visit the restroom before the performance begins.
- 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 light dims in the theatre, it is time for the show to start. This means it's time to pay attention to the stage!
- Please do not talk during the performance; it makes it hard for the actors and actresses to do their jobs.
- 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 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 your feet to yourself.
- Clap at the proper times during the performance. Loud shout-outs and yelling are not appropriate.
- Clapping at the end of the show tells the actors and actresses they did a great job!



Most importantly.....HAVE FUN!