SFA Children’s Performing Arts Series
2015-2016 Season
General Information and Procedures

Seating
- Your seating block is indicated on the accompanying seating chart. This seating chart will serve as your group ticket.
- Upon arrival, please check in with the CPAS staff in the lobby and pick up your group’s programs.
- An usher will assist you to your seats. You may organize small groups to visit the restrooms after being seated.
- The doors to the theater will open 30 minutes prior to the performance time. Students should be seated at least 10 minutes before the performance begins.
- Groups should arrive on campus at least 30 minutes before the performance. Please allow ample time for a smooth transition from bus seat to theater seat.
- Please encourage bathroom stops before the performance begins. Visibility is poor while lights are lowered during performances, and guests exiting the theater interrupt the enjoyment of other patrons.
- At the conclusion of the performance, please remain in your seats until your group is called for bus reloading.

Late arrivals
- We are not able to “hold” a performance for late arrivers. This would put other groups off bus and lunch schedules. Additionally, we are under contract with the touring companies to begin performances on time.

Emergency Situations
- If an emergency arises during a performance, please notify an usher or staff member immediately.

Program Length
- All programs are approximately one hour in length. Encourage a restroom stop before the performance.

Theater Etiquette
- Please review and discuss the rules of theater etiquette sheet with your students before attending the performance.
- One of the educational benefits of attending a live performance is the opportunity to learn appropriate theater etiquette.
- Teachers are asked to prepare students in advance about the need for courtesy to both performers and fellow audience members before, during and after the show.

Large Bus Parking Information
- Please give the enclosed instructions Parking Information for Large Buses to your driver(s).
- Buses will load and unload on East College Street (eastbound) near the small parking lot behind the music building. Do not pull into the parking lot. A uniformed university traffic officer will assist with bus parking.
- Buses should unload and proceed to bus parking at the Coliseum parking lot on University Drive.
- Bus drivers should stay with the buses. Bus parking is located a long distance from the venue, and drivers will not have time to walk back and forth to attend the performance. Buses may not block traffic during the performance.

Car, Van & Small Bus Parking
- Please review the enclosed instructions Parking Information for Cars, Vans & Small Buses.
- Accessible parking spaces are available.

Study Guides
- Study guides are available to download on our Web site. You may copy and distribute these guides for use by teachers or parents to discuss the material before and after the performance.

For additional information, please contact us at
936-468-6407 or 888-240-ARTS
dianepeterson@sfasu.edu
or
visit our Web site at www.cpas.sfasu.edu