

**SFA Children's Performing Arts Series**  
2018-2019 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](mailto:dianepeterson@sfasu.edu)**

**or**

**visit our Web site at [cpas.sfasu.edu](http://cpas.sfasu.edu)**