

PORTSMOUTH AREA ARTS COUNCIL

INSTRUCTIONS FOR SCHOOL GROUPS

Location: The shows will take place at the Vern Riffe Center for the Arts on the campus of Shawnee State University, 940 Second Street, Portsmouth, OH. **Directions:** Take Rt. 23 South (Chillicothe St.) to Third St. and turn left. Go one block - the VRCA will be on your right. Maps are available upon request.

Transportation: Buses are to unload from the circle drive on the west side of the Vern Riffe Center for the Arts and then proceed to the designated street or parking as directed by university security. **After the performance**, buses will return to the circle to pick up students unless otherwise instructed by the school personnel. If you tell the drivers that you will walk to the lot instead of waiting for them to pick you up, that is your decision. Be sure to tell your drivers what they are to do!

Seating: Seating will begin 30 minutes before the performance. Please arrive **NO LATER THAN 20** minutes before the show is to begin. **It is important that you wait in the lobby area for ushers to direct you to your seats. Late arrivals will be seated as space and time permits. Performance time will not be delayed for late arrivals.**

Seating will be on an AS-YOU-ARRIVE basis. However, each school group is assigned a specific location as indicated by the USHERS. Wheelchairs will be in row "P" Lower Tier.

IMPORTANT: All seats must be filled. Leave no empty seats between your class and another class, whether the classes are from your school or another school. Students are to fill all seats in each row, all the way across the theater.

After the Show: Please remain seated or wait in the lobby, until buses from each school system are announced. Keep your class/school group together at one meeting point if using the restrooms. **STRESS SAFETY; NEVER WALK BEHIND A SCHOOL BUS TO LOAD.**

Teacher Surveys: Our future planning and grant funding is dependant on your feedback - so please take the time to fill out the teacher surveys and return them to an usher. If you did not receive a survey - please ask an usher or staff person. If classroom activities develop from the resource materials or from seeing the performance, please send us a copy. We love to see children's work and they are helpful for grants.

If you have any questions or concerns - or would like to be added to our mailing list, please e-mail or call the Portsmouth Area Arts Council at:

PAAC

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8/13/2007

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