



7380 E. Second St.  
Scottsdale, AZ 85251  
480-994-ARTS (2787)  
[www.scottsdaleperformingarts.org](http://www.scottsdaleperformingarts.org)

Dear Teacher:

We are pleased that you have selected an event at the Scottsdale Center for the Performing Arts as one of your field trips this year. We recognize that field trips are special events and require additional time and energy on your part and appreciate the fact that you are willing to do this for the benefit of the young people in your care. In order to make this the best experience possible for you and your students, we are providing the following information:

- A hard copy of your original invoice which was faxed to you at the time you completed your reservation
- Payment policies
- Directions to our facility
- Parking instructions and map for your bus driver(s)
- Basic rules of etiquette to share with your students
- General information

Although we have tried to be thorough and include as much information as possible, please do not hesitate to call one of our box office representatives at 480-994-2787 ext.2 if we can facilitate the process or enhance the experience for your students.

We look forward to seeing you soon.

A handwritten signature in black ink, appearing to read "C. Baker". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Cory Baker  
Vice President & Director

# THEATER ETIQUETTE

It will be helpful to review the following simple guidelines and responsibilities with your students (and chaperones) prior to arriving at the theater, especially if this is their first time at a live performance:

1. Food and beverages must remain outside the theater. We also ask that students and teachers refrain from chewing gum in the theater.
2. Follow the directions of the house manager and ushers who will be in the theater to help everyone get seated quickly and quietly.
3. Sitting on the stairs is prohibited by the fire marshall.
4. Once everyone is seated, you should exit or enter the theater only when absolutely necessary. This is a courtesy to your fellow students and others in the theater.
5. Feet belong on the floor, not on the seats. Also, if you are one of the lucky few in the very front row, please do not put your feet on the edge of the stage. Not only can everyone in the theater see them, but it is also distracting to the artists.
6. Cameras or recording devices may not be used in the theater. If students carry a cell phone they must be turned off inside the theater. No texting is allowed.
7. Once the performance has started, please remain quiet; again this is a courtesy so that everyone in the theater, including the performers, can hear what is happening on stage.
8. The artwork in the galleries is to be admired and enjoyed, but never touched. Oil from many fingers and hands can damage delicate painting, and over a period of time, repeated touching can wear away the finish of even the sturdiest-looking sculpture or other works of art. Thank you!

## **Especially for Chaperones:**

9. Assign each chaperone a designated group of youngsters and provide him/her with a written list of the students in that group.
10. Provide I. D. nametags for students in grades K-3. We recommend using just the child's first name along with the name of the school.
11. Ask chaperones to stay with their assigned group throughout the field trip. Adult chaperones are responsible for the students' conduct and behavior throughout their visit to the Center.
12. Please review theater etiquette rules and responsibilities with all chaperones.

# PAYMENT POLICIES

A duplicate copy of your invoice is enclosed for the balance due on your tickets. Payment is due two weeks prior to the event. Please contact a representative in our box office at 480-994-2787 ext. 2 if it is necessary to make alternate arrangements, or if there is a change in attendance. There are no refunds or exchanges.

## PLEASE NOTE:

*Purchase Orders:* Although we will gladly accept a copy of a district purchase order for our files, the box office cannot submit a purchase order to the district for payment. Teachers must follow the approved procedure for their respective school district.

However, our experience indicates that a district will not issue a check for a purchase order that was submitted without an invoice. Please note that it is your responsibility to submit the purchase order along with the enclosed invoice to your accounting department.

Please note that tickets will not be issued for your group. The house manager will have a reservation list and will assist with your seating upon entering the theater. Note: All students, chaperones and teachers must have a paid admission.

If you need more seats than originally reserved, request them as early as possible by calling the box office, and we will make every effort to accommodate you.

# GENERAL INFORMATION

1. For an enriching day of arts activities, we encourage you to schedule a docent-led tour of the Scottsdale Museum of Contemporary Art (SMoCA). Tours are guided by docents, are age appropriate and reflect concepts of the Arizona Visual Arts Standards. Please schedule three weeks in advance by calling 480-874-4641.
2. Students with special needs:
  - Please advise the box office if your group will include children in wheelchairs or those with other seating needs at the time of reservation.
  - Audio description for the visually impaired and American Sign Language Interpretation are available for some performances with two weeks advance notice.
3. Lost and Found – 480-874-4648
4. Lunches: Sack lunches can be stored in the lobby area (please, no food or drink in the theater) for an enjoyable picnic in the park following the performance.
5. **Chaperones:** We recommend that one chaperone be assigned to each group of 10 students for grades 3 – 12 and one chaperone for each group of six students in grades two and under.
6. Photography and videotaping are not permitted in the theater.

# **DIRECTIONS TO FACILITY BUS UNLOADING AND PARKING INSTRUCTIONS**

The Scottsdale Center for the Performing Arts is located in downtown Scottsdale at Second Street and Drinkwater Boulevard, two blocks east of Scottsdale Road, and three blocks south of Indian School Road.

## **From Scottsdale Road ...**

- Turn east onto Indian School Road.
- Turn south onto Drinkwater Boulevard.
- Turn west onto Second Street.
- If in a car or small vehicle, make a right turn into the circular driveway, OR
- If in a large vehicle or bus, park on Second Street near the circular driveway.

This is the unloading zone for students and passengers.

A Center representative will meet students and passengers at the circular driveway area with further directions for entering the theater.

Free public parking for buses or large vehicles is available as follows:

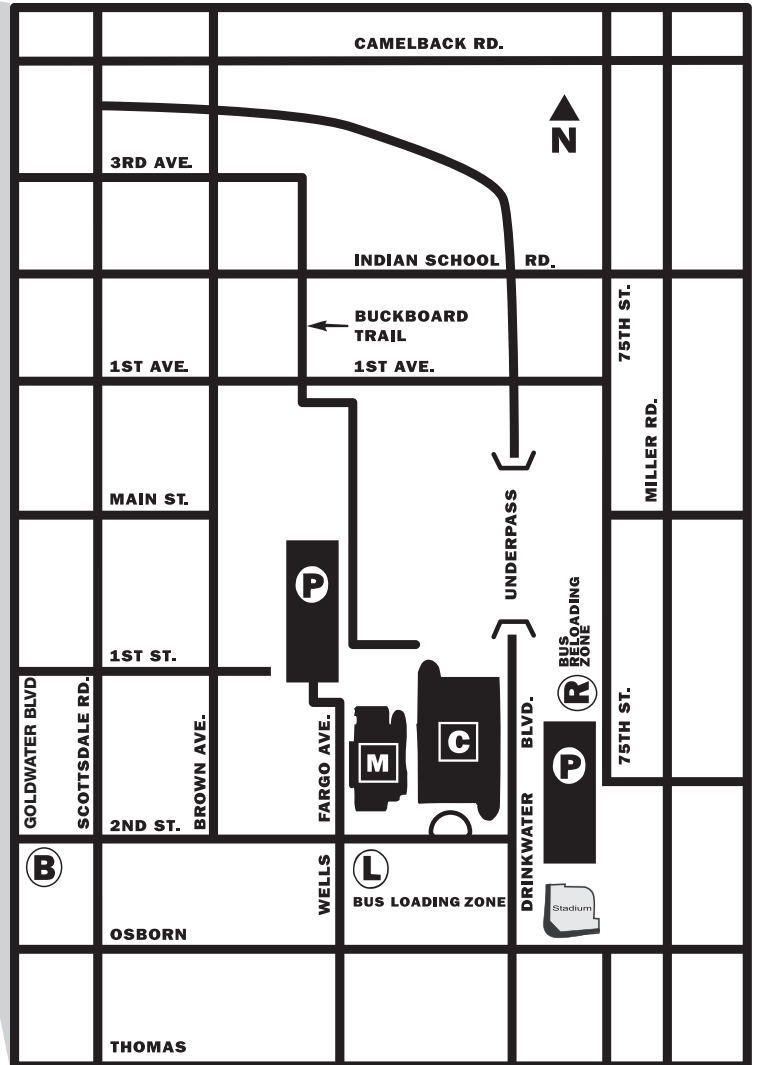
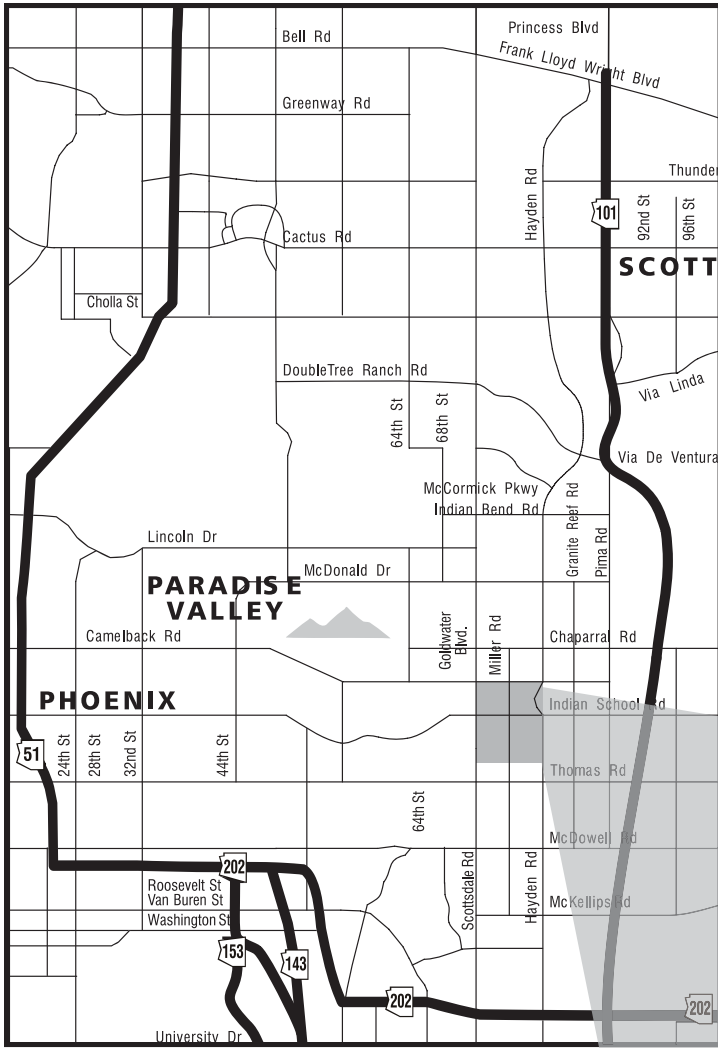
- From the Second Street circular driveway area continue west on Second Street.
- At the stoplight located on Scottsdale Road, continue straight on Second Street.
- Turn left into the large parking lot located on the southeast corner of Second Street and Goldwater Boulevard.

The reloading area is located on 75<sup>th</sup> Street. Students will exit the Center for the Performing Arts through the north doors and will need to proceed through the park to the reloading zone where the bus will meet them.

## **Bus directions to the reloading area are ...**

- From the parking lot turn right and travel east to Scottsdale Road.
- Turn left onto Scottsdale Road.
- Turn right onto Indian School Road.
- Turn right onto 75<sup>th</sup> Street.
- Pull over to the side for student pick-up. (see map).
- This area is for reloading only.

**NOTE: Do not park on the east side of 75<sup>th</sup> Street and never allow students to cross 75<sup>th</sup> Street in order to reload.**



**P** parking **B** bus parking **L** loading **R** reloading

**M** Scottsdale Museum of Contemporary Art [SMoCA]

**G** Scottsdale Center for the Performing Arts