Student Matinee Guide

Tips for a Successful Field Trip

Before the Field Trip Day

- Book your tickets through the online ticket reservation request form. We will contact you to confirm your date and time as well as the number of students and chaperones.
- **It is EXTREMELY important that we have an accurate count of the students and chaperones attending 30 days before the performance.** Our student matinees are regularly sold out, so please make sure all parents wishing to attend purchase their tickets with your group, rather than purchasing tickets separately. We cannot guarantee tickets will be available nor that individual tickets will be included with school group orders. We take safety seriously and will not allow our theater to be over capacity.
- Payment is due 30 days prior to the performance and we will invoice you accordingly. Please include chaperone (parent) payment with total payment.
- Students who have special needs are more than welcome at the theater and will be accommodated. Please let us know in advance if any students will be requiring special seating, assistance, food, drink, medication, etc. during their visit. If you are interested in attending an ASL interpreted performance, please contact us for availability.
- Review theater etiquette in advance of the show. A good audience is integral to the performance – laughter, tears, applause are all wonderful and appropriate responses to a show and we want your students to be spontaneous. Inappropriate behavior can affect the whole audience and the performers.

When You Arrive

- Plan to arrive 20 minutes prior to the performance to allow time for seating.
- Buses will need to drop off and pick up students in the Entry Plaza to the Lone Tree Arts Center accessible through the parking lot. Buses may stay in the bus line up in the Entry Plaza or park in the LTAC parking lot. Please inform us of your number of buses.
- **Upon arrival, an LTAC representative will meet you at your bus or in the lobby if the group is driving personal vehicles. Please have an accurate count of all students and chaperones in attendance ready.**
- Please remind students, teachers, and chaperones to turn off all cell phones, pagers, watch alarms, and any other electronic devices before entering the theater.
- Food, gum, beverages, notebooks, backpacks, etc. are not allowed in the theater. We ask that all unnecessary items be left at school or on the bus. If items cannot be left at school or on the bus, we will allow students to place items in the lobby of the theater at their own risk. The Lone Tree Arts Center is not responsible for lost or stolen items.
- Please note that the LTAC is also a fine art gallery. Often, we have art on the walls and throughout the space. Please ensure students maintain a safe distance while enjoying the art.
During the Show

- The taking of photos, video, and recording devices inside the theater are strictly prohibited at all times.

After the Show

- Some Student Matinees offer a post-show Question and Answer session with members of the cast. We encourage groups to stay and participate in this informative discussion. This will add approximately 10 minutes to the total run time of the performance. Please confirm if your group will stay for the Question and Answer session if available.
- Please note, due to space limitations the Lone Tree Arts Center is unable to accommodate large groups for indoor or outdoor lunch. We recommend utilizing nearby Belvedere Park and Prairie Sky Park.

Need More Info?

- All other questions or concerns, please contact Ashley Vander Weg at ashley.vanderweg@cityoflonetree.com or 720.509.1027.