PLAN YOUR VISIT to PROCTORS

BROADWAY PERFORMANCES
Please read over this document carefully before your visit to Proctors. We strive to provide a positive experience for everyone. Thank you and enjoy the show!

BEFORE THE PERFORMANCE
Take a moment to discuss what your students should expect during a performance. Topics to cover include:
• Turning off and putting away their cell phone before a performance.
• Refraining from talking during the performance.
• Using the restroom before the performance and during intermission only.
• Being attentive to the action on stage.

ALL BUS PARKING FOR BROADWAY SHOWS
• Buses may park and drop off patrons on Broadway—in front of the New York State Lottery Building. There will be cones and bus signs. Additional bus parking may be found on Broadway below Hamilton Street.

ARRIVAL
• Please arrive at least 30 minutes before your performance.
• Please prepare your students to unload the bus ten minutes before arriving on Stratton Plaza. If the weather is inclement, remind them to dress accordingly with jackets, hats, etc.

TICKETS
• All students MUST sit where their ticket indicates. No exceptions.
• Printed tickets are required for everyone attending the show.
• Ticket orders placed more than two weeks before the performance will be mailed.
• Orders placed less than two weeks before the performance, will be met at Stratton Plaza by a staff member who will provide you with your tickets. Please do not go to the Box Office for your tickets, they will not be available there.

FOLLOWING THE PERFORMANCE
• No buses are allowed on Stratton Plaza. Groups must meet their buses where they are parked.
• Plan ahead for this walk and inform students and chaperones to dress according to the weather.
• For the safety of you and your students, please be sure to cross only at the crosswalk on Broadway where there is an MVP Ambassador.

FOR QUESTIONS PLEASE CONTACT:
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