



PLAN YOUR VISIT to PROCTORS

SCHOOL DAY SHOWS

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.

BUSES

- All buses must unload on Stratton Plaza. Due to traffic congestion and requirements from the City of Schenectady, DO NOT unload buses on State Street at any time.

ARRIVAL

- Please arrive no later than 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.
- If you are eating lunch at Proctors, this is also the time to have lunches ready to get off the bus.

TICKETS

- You do not require any printed tickets. When entering the theatre, simply inform the ushers the name of your school group and they will seat you accordingly.

FOLLOWING THE PERFORMANCE

- Each school will be dismissed in order of the bus line up. Please have students remain in their seats until their school is called.
- All patrons will walk to their buses. Plan ahead for this walk by informing students and chaperones to dress according to weather.
- Please be sure to cross only at the crosswalk on Broadway where there is an MVP Ambassador for the safety of you and your students.
- If you have reserved lunch space following your performance please inform the ushers upon arrival so that they may assist you.

FOR QUESTIONS PLEASE CONTACT:

Aaron Marquise, Arts Education Manager
amarquise@proctors.org
518.382.3884 x128

Gail Wilson, Group Sales
groupsales@proctors.org
518.382.3884 x139