

SFA Children's Performing Arts Series

2008-2009 Season

General Information and Procedures

Our mission is to provide quality arts programming
at an affordable price in a safe environment.

With your assistance, we will successfully fulfill this mission.

Seating

- Seating is reserved and assigned upon receipt of payment or purchase order rather than date of reservation.
- Upon arrival, please check in with the CPAS staff in the lobby and pick up your group's programs.
- A staff member/usher will assist you to your seats. Please proceed directly to your seats.
- You may organize small groups to visit the restrooms after being seated.
- If your group is arriving in separate smaller groups, please instruct adults in all groups to proceed directly to your assigned seating area upon arrival.
- The doors to the theater will open 30 minutes prior to the performance time. Students should be seated at least 10 minutes before the performance begins.
- Groups should arrive on campus at least 30 minutes before the performance. Please allow ample time for a smooth transition from bus seat to theatre seat.
- Please encourage bathroom stops before the performance begins. Visibility is poor while lights are lowered during performances, and guests exiting the theater interrupt the enjoyment of other patrons.
- At the conclusion of the performance, please remain in your seats until your group is called for bus reloading.

Late arrivals

- Every attempt will be made to seat groups with the misfortune of arriving late. We will not, however, allow late arrivers to disrupt a performance. This distracts the performers and audience.
- We are not able to "hold" a performance for late arrivers. This would put other groups off bus and lunch schedules. Additionally, we are under contract with the touring companies to begin performances on time.

Emergency Situations

- If an emergency arises during a performance, please notify an usher or staff member immediately.

Program Length

- All programs are expected to be approximately one hour in length. Encourage a restroom stop before the performance.

Theatre Etiquette

- **Please download *CPAS Etiquette* and discuss the rules of theatre etiquette with your students before attending the performance.**
- One of the educational benefits of attending a performance of this quality is the opportunity to learn appropriate theatre etiquette.
- Teachers are asked to prepare students in advance about the need for courtesy to both the performers and fellow audience members, whether during the performance or during the period of darkening the theatre immediately before or after the show.

Bus Parking Information

- **Please download *Bus Driver Parking Information & Map* for your driver(s).**
- Buses will load and unload on Alumni Drive in front of the Griffith Fine Arts Building and Wright Music Building. A uniformed University Police Officer will assist with bus parking.
- Buses should unload and proceed to bus parking at the Coliseum parking lot on University Drive.
- Bus drivers should stay with the buses. Bus parking is located a long distance from the performance venues and drivers will not have time to walk back and forth to attend the performance. An officer will notify drivers when the performance is over and to return to the theater to pick up students.
- Buses may not block traffic during the performance.

Private Car Parking

- **Please download *Parking Information for Private Cars*.**
- Handicapped parking spaces are available at all venues.

Study Guide

- Study guides are available to download on our website at www.cpaskids.com. You may copy and distribute these guides for use by teachers or parents to discuss the material before and after the performance. Please contact us if you prefer to be mailed a paper copy of the guide.

For additional information,
please contact CPAS at
936-468-6407 or 888-240-ARTS
flyndj@sfasu.edu

or

visit our Web site at www.cpaskids.com