PERFORMING ARTS CENTER, OUTREACH SERVICES
2017-18 SCHOOL MATINEE PERFORMANCE POLICIES

School Participation
PAC Outreach School Matinee Performances are open to all SLO & Santa Barbara County K-12 students and their teachers at no admission cost. As such and to keep these performances “community-sponsored” (in compliance with the guidelines of the program funders), K-12 teachers at each of the participating schools are expected to:

1. Print and attach the School Matinee Performance Etiquette Letter to the student permission slips sent home for parent/guardian approval of participating in a field trip.
2. Use the performance-specific Study Guide found on the School Matinee Performances section of the Performing Arts Center website (available August 1) prior to the class attending a performance.
3. Complete an online survey after attending a School Matinee Performance at the PAC. Survey results are confidential and will be used to improve and inform future K-12 performing arts programming.
4. Send a few samples of student work from one of the post-performance activities outlined in the Study Guide to pacoutreach@gmail.com or Performing Arts Center, PAC Outreach, 1 Grand Avenue, SLO, CA 93407-0441.

Transportation & Parking
Teachers and parents are responsible for student transportation to and from performances. Please note that for those arriving in personal vehicles, plan to arrive 30-45 minutes early to park. Cal Poly campus is in session during all performances and parking availability is very limited in the Grand Avenue parking structure closest to the PAC. Cal Poly day parking permits can be purchased for $5 at the Grand Avenue visitor kiosk (just to the right as you enter campus) on the corner of Grand Avenue and Slack Street.

How Seating is Determined
Seating is pre-assigned by the Performing Arts Center staff, typically based on grade level (we try to seat younger students towards the front as much as possible while still keeping school groups together). Once your entire group arrives, please do a final head count and be ready to share your total number present with one of the ushers standing outside on the PAC plaza. The usher will let you know which door to enter through and your group will be directed to your pre-assigned seats. Please note any special seating needs at the time you confirm your reservation; the PAC may not be able to accommodate special seating needs without adequate advanced notice. Latecomers will be seated at the discretion of the House Manager.

Cancellations / Not Showing Up on Performance Day / Requesting More Seats Than You Need
If your school group makes a reservation and ends up not being able to attend, please contact the Outreach Services Specialist at least one month in advance to formally cancel the reservation. If a school group cancels less than a month prior to the show date, or doesn’t show up on performance day, that school group will be given a lesser priority for reserving seats the following year. Similarly, if on performance day a school group shows up with significantly less people than they reserved seats for, that school group will be given a lesser priority for reserving seats the following year.

Reservation Waitlists
If your school group requests seats to a show that is already full, you will have the option to 1) request seats to a different show that is not currently full, OR 2) request to be put on the waitlist for that show in case of cancellations.

Sharing Performance Etiquette with Students
As a part of utilizing the Study Guide, teachers are encouraged to share proper performance etiquette with their students prior to attending a School Matinee Performance. Every Study Guide will have an etiquette section that outlines clear expectations for good audience behavior and observation techniques that will help students get the most out of a live performance. Thank you for helping ensure a positive theatre experience for everyone!

PLEASE NOTE: Failure to adhere to these policies may jeopardize your school group’s eligibility for attendance at future PAC Outreach School Matinee Performances.
Reservation Request Process

May 25–June 14, 2017 Early Reservation Requests (SLO County & Santa Barbara County Public Schools)

To maximize public school participation in the School Matinee Performances program, Early Reservation Requests by SLO County public schools will be accepted starting May 25 for the upcoming season. A single public school may request up to 200 seats total (per school, per season) during the Early Reservation Requests period, May 25 to June 15. All Early Reservation Requests will be processed on a first-come, first-served basis with additional consideration given to Title I schools. Notifications will be emailed beginning June 12, 2017.

June 15 – July 31, 2017 Standard Reservation Requests (Private & Home Schools)

Starting June 15, reservation requests will open up to all SLO and Santa Barbara County school groups. During the Standard Reservation Requests period, June 15 to August 31, a single public or private school group can request up to 200 seats total (per school, per season). All requests for home school groups will be considered on a case-by-case basis. To provide these live performance opportunities to as many students as possible, we ask that an individual class or home school group request no more than one performance per season during the Standard Reservation Requests period. All Standard Reservation Requests will be processed on a first-come, first-served basis, and if space is available. Notifications will be emailed beginning the week of July 24, 2017.

August 1 (& after) Open Reservation Requests (SLO County Public, Private & Home Schools)

If there are still seats available, Open Reservation Requests will be accepted beyond the 200-seat total limit per school and one-performance limit per class/home school group starting August 1. All Open Reservation Requests will be processed on a first-come, first-served basis, and if space is available. Notifications will be emailed within two weeks of each request.

Steps to Request Seats

1. Review the current PAC School Matinee Performance Policies and Reservation Request Form.
2. Get together with the teachers and principal at your school site and decide on who is coming to which performance(s) – be sure to indicate first AND second choices in case your first choice performance is already full. Then designate one person to be the main administrative contact for all PAC reservation correspondence (this person will fill out and submit the reservation form). This step is of the utmost importance as only one form is accepted per school.
3. Fill out the online reservation request form (not to exceed 200 per school/per season).
4. Receive an email notification of your confirmed seat reservation (beginning June 12 if Early Reservation Request, beginning July 24 if Standard Reservation Request, within two weeks if Open Reservation Request).
5. Sign and return the confirmation form to secure your seats.

For general info, please visit https://pacslo.org/online/article/outreach
For specific reservation questions, please email PAC Outreach at pacoutreach@gmail.com.
SCHOOL MATINEE ETIQUETTE

- Please allow our ushers to seat you and your students before going to the restrooms.
- Hats should be removed before entering the Center or Theatre.
- Pre-packed lunches in boxes marked with school name may be left in the Main Lobby.
- No gum, food, or backpacks permitted inside the Center.

**During the Performance:**
- No disruptive behavior.
- No casual exit from the hall during a performance.
- No climbing over seats. Please keep feet on the floor at all times.
- No photography or videotaping is allowed during the performance.

**After the Performance:**
- An usher will indicate when you may leave the hall

**Restroom Policies**
All students must be accompanied by an adult for bathroom visits.

**Prior to the Performance**
- Please allow our ushers to seat you and your students before using the restrooms.

**During the performance**
- As a courtesy to performers and other audience members, restrooms are available on emergency basis only.

**At the end of the performance**
- Please lead your class outside the building and ask one of the chaperones to escort any students who may need to use the restrooms.

**Being a Good Audience Member**
When you attend a performance, you are the audience. The audience is an important part of the performance. You help the performers by pretending and participating with them.

**Before the performance:** An usher will meet your class at the entrance to the Center. Once the usher has shown you where your class will be seated, it is a good idea to use the bathroom before the performance begins. If you have an emergency during the performance, please leave and return to your seat quietly. When the performance is about to begin, the light in the theater (house lights) will dim and go out. Be sure you are ready to become silent when this happens.

**During the performance:** Help build the magic of theater with your imagination and cooperation. Attending a performance is different from watching TV or going to the movies. The performers are in the same room as you are. Performers want the audience to watch and listen quietly. Talking to friends disturbs the performers and other members of the audience. Your job is to pretend along with the performers. They like the audience to laugh when something is funny. They also like to hear you clap at the end of a performance when they bow. After the bows, the audience remains seated until the house lights come on. Follow the usher’s directions for leaving the hall.