



Arts for Young America School Series

Educator Guide for Performance Day

**Print off the map and driver info (pages 3-4) for your bus driver(s),
It's important they know which entry to use!!**

Prior to Arrival

- Free study guides are available for most performances at www.viterbo.edu/aya
- We do not issue actual tickets for school performances. When you arrive, our staff will check you off a list and ushers will show you to your seats.
- If your students have accessibility requests, please let us know as soon as possible so we can make appropriate seating arrangements. This includes wheelchairs, walkers, visual or hearing impairment, etc.
- If your group will be arriving in cars or vans they may park in our lots, as permit parking will be suspended for our AYA performances. Please use Lot A (Fine Arts Center Parking Lot), Lot J (West of the Reinhart Center), Lot I (Reinhart Center Parking Lot), or Lot M (Reinhart Center Parking Lot). Although, this does not guarantee a spot! Plan on arriving early! .
- Please plan to arrive at least 30 minutes prior to the start of the performance. This ensures we have time to unload your bus safely, get you to your seats, and allow your students to use the restroom.

Once You Arrive

- **Chaperons, KNOW YOUR BUS NUMBER!!! And please, STAY ON THE BUS until our staff comes aboard to explain where to line up to enter the building.**
- Homeschool students arriving by car may enter immediately upon arrival. Please use the Dick Record entrance indicated on the map. Other entrances may be locked. Visit the lobby to check-in.
- If you travel a long distance and want your students to visit the bathroom prior to your departure, or will need to eat sack lunch in our lobby before/after the show, let our staff know ahead of time.
- Please allow our ushers to seat your entire group before using the restroom. We need to make sure everybody has a seat.
- Outside food is not allowed in the theatre. Please remind students to dispose of those items including gum and candy, before entering. **Teachers and chaperons**, help us set a good example. Only water is permitted for AYA performances.

During and After the Performance

- A Viterbo staff member will be in the lobby during the performance should you or your students require assistance.
- **After the performance, please remain in your seats!** Our staff will dismiss schools from the stage. Groups who walked or came in cars will be dismissed first. Remaining schools are dismissed in the order in which their buses returned to the lane.
- When dismissed, escort your students to the buses as quickly and quietly as possible. **It's helpful to know your exterior bus number and to share/remind all the chaperons and students of your unique number.** This will allow you to find you bus in a large crowd.
- Please help students make sure they have all their belongings, including coats, hats, mittens, etc. Don't forget to check behind seats, in the fold of the chairs, and around the floor.



Emergency Procedures

- Educators should note, that in the case of the need for an external evacuation (ex. fire alarm), the audience will be divided down the middle between east and west, regardless of school or class affiliation, as this is the most efficient way to evacuate the Main Theatre. All students will be taken to the Assisi Courtyard as the rally point (See Map on P. 3) You will meet up with your group at that point. The House Manager facilitates evacuation from the stage and our trained ushers will lead students to their nearest evacuation route to safety.
- Automatic External Defibrillator (AED): In case of emergency, an AED is located near the east ramp entrance to the theatre.

Did you Know?

For the safety of students/minors who attend our programs, ALL of the Fine Arts Center's staff AND ALL of our volunteer community ushers have gone through a screening process, safety training, and passed background checks.


Program questions? Contact aya@viterbo.edu , or 608-796-3735

**Ticket/invoice questions, please call our box office:
608-796-3100, boxoffice@viterbo.edu**






ENTRANCE
Enter through the **WEST** main theatre doors, labeled Dick Record Entrance.

 **Assisi Courtyard** — Rally point for emergency evacuation



 Denotes ADA door openers/alternative entrances.
Doors will be held/propped open at Dick Record entrance.

BUS LOADING ONLY

Enter drop-off lane via Viterbo Drive and Jackson Street. Do **NOT** enter into a parking lot (denoted by the red circles on the map). Buses may get stuck and cannot make the sharp turn into the bus lane. This is for safety!
STAY ON THE BUS to await further unloading instructions from FAC staff.

CAR PARKING

Cars may park in **Lots A, I, J, and M**, permit parking will be suspended for AYA performances. Homeschool students should enter the Dick Record (green dot) entrance immediately upon arrival and can check-in in the main lobby. They don't have to wait. Do **NOT** enter the glass atrium entrance, as interior ramp doors are locked. You will need to use the Dick Record Entrance around the left/west side of the building.

- School groups (bused or walk-ups) should remain outside the Dick Record Entrance until instructed by Viterbo FAC staff to enter please.
- Enter this address into your GPS or Google Maps: 929 Jackson Street, La Crosse, WI 54601.



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Bus Driver Information

Driving to the Viterbo Fine Arts Center

- Use the Viterbo Drive and Jackson Street entry to turn into bus loading area, NOT the Fine Arts Center parking lot. Approach Viterbo Drive from the south **only**. Do **NOT** enter into a parking lot (see map). You will be able to follow Viterbo Drive out when you exit.
- Check-in with Viterbo staff at the entrance to Viterbo Drive. DO NOT remove barrier post/bollard-wait for staff to do so. We must keep it clear during the performance, as it is also a fire lane. If the bus lane is full, please wait LEGALLY PARKED south of Jackson Street until you can pull in.
- Pull as far forward as possible.
- Students/teachers/chaperones must remain on the bus to await further instructions from Viterbo FAC staff.

Bus Parking

- Currently, buses park off the Viterbo University campus on city streets. We load and unload students in the bus lane. Do not park in Viterbo parking lots. Campus security or La Crosse Police may ticket buses parked there.
- No parking on Jackson Street.
- No parking between Jackson Street and Johnson Street.
- Buses must park legally by the curb: no double-parking in the street.
- Keep alleys, driveways and intersections clear at all times.

Return Time

- Specified return times will be given to you upon arrival by Viterbo FAC staff. This time is based on number of buses (usually around 20 minutes before show ends). Please return no earlier than the time our staff gives you.

Starry's Guide to Theatre Etiquette

- ★ Remember: food, candy, and gum are not allowed in the theatre. Water is okay to bring!
- ★ Visit the restroom BEFORE the performance begins, after getting permission from your teacher.
- ★ An usher will walk you to your seats – follow his or her directions closely.
- ★ You may talk quietly to your friends next to you until the show begins.

- ★ When the lights dim in the theatre, it is starting! This means it is time to pay attention to the stage!

- ★ Please do not talk during the performance; it makes it hard for the actors to do their jobs.

- ★ **Do not use cell phones and other electronic devices during a performance. Make sure they are on silent.**

- ★ Try not to leave your seat during the performance unless it is an emergency; it disturbs others.

- ★ If you need to re-enter the theatre, please do so quietly and carefully (it will be dark!). Try to wait for applause or at the end of a song/transition.

- ★ Please keep your feet on the floor and not on the seat in front of you. Keep your hands and feet to yourself.

- ★ If you are seated in the balcony, do not lean over the railing or drop things over the railing.

- ★ Clap at the proper times during the performance. Loud shout-outs and yelling are not appropriate.



Most importantly... HAVE FUN!!!