



FIELD TRIP DAY OF THE SHOW



Below is everything you need to know for the day of the performance.

Questions: 952-979-1119 or groupsales@stages theatre.org

ARRIVAL/CHECK-IN

PLEASE STAY ON YOUR BUS

A Stages Theatre staff member will board the bus to check-in your group and give instructions.

This may take SEVERAL MINUTES.

It allows our staff to direct each group, keeping student groups together in the most efficient and safe way possible.

Staying on your bus will NOT impact where your group is seated.

- Arrive 20 minutes before the scheduled start time
- Please be prepared to turn in the **FIELD TRIP HEAD COUNT** form (provided via email when reservation was made).

- **DO NOT bring more people than tickets reserved. This includes staff & chaperones. Weekday matinees often sell-out and we can't guarantee their will be space.**

LOCATION

Hopkins Center for the Arts
1111 Mainstreet, Hopkins.



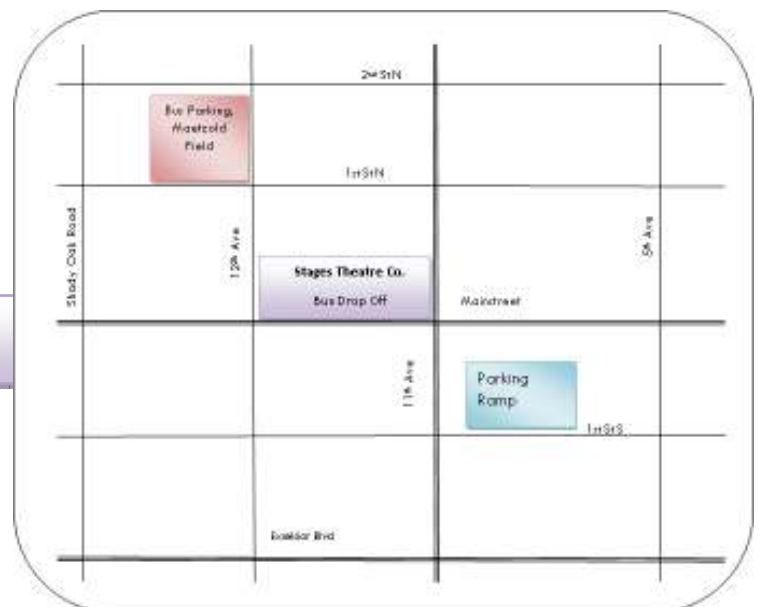
DROP OFF & PARKING

Bus Drop Off and Pick Up on Mainstreet

Buses should not block the Metro Transit stop on Mainstreet.

FREE Parking for 3 hours-Smaller vehicles in the Municipal Parking Ramp on 11th Ave

Bus Parking –Maetzold Field at 1st Street and 12th Ave



BUS DRIVERS-do not block crosswalks, bus stops or idle in any other no parking areas. You will be asked to move and are subject to ticketing.

SEATING

Groups will be brought to a pre-assigned seating section.

- Ushers will take the group to the front most row-all the way to the end.
- We ask that each person take a seat-leaving no seats open.
- Once a row is full, we will move the group to the next row.
 - This may cause smaller groups, within the larger group, to be seated in more than one row.
- Please inform all staff and parent chaperones of this process.



ABSENT STUDENTS

- There are no refunds for unused tickets.
- Ticket vouchers will be issued for unused tickets the day of the performance. Maximum number of vouchers is 10% of the total group size.
- **FIELD TRIP HEAD COUNT form must be turned in upon arrival to receive vouchers**
- Vouchers will be mailed to the address and contact person on file.