

Orpheum Theatre Interactive Field Trip Policies and Procedures 2019-2020

Registrations: School groups grades PreK-12 can register online. There is a minimum of fourteen (14) students and a maximum of thirty (30) students per school group. You can edit or cancel your registration up until 4 weeks before the field trip.

Pricing: Student admission is \$8 each, or \$6 each for schools that qualify for Title 1 funds

- ❖ One complimentary teacher admission will be provided for every fourteen (14) students.
- ❖ For Special Education classrooms, one complimentary teacher admission is provided for every ten (10) students.

Payment: A 20% non-refundable deposit is required within sixty (60) days of your field trip to hold a reservation. Full payment is due four (4) weeks prior to the date of your field trip. Payments can be made by credit card, cash, check, or cashier's check and be paid to "The Orpheum Theatre". Payments go directly to the Education department and do not go through the box office. Specific information will be included in your invoice and registration confirmation.

Refund Policy: All deposits are non-refundable. The balance payment is not refundable if your group decides to cancel after four weeks out from the day of your field trip. Refunds will only be issued if The Orpheum cancels an event. The Orpheum follows Shelby County School system's inclement weather policy, e.g. if Shelby County Schools close for inclement weather, The Orpheum will cancel any field trip on that day.

Arrival: We start promptly at 9:00am and suggest you plan to arrive between 8:30-8:45am. All classes will be held in the Halloran Centre for Education (next door to the Orpheum Theatre) at 225 S. Main Street. Our education staff will meet you in the lobby.

Accessibility: The Orpheum Theatre Group strives to make the arts available to everyone. We offer many services for patrons with special needs. When you register, please indicate any accessibility arrangements your group will require (i.e. wheelchairs, listening devices, ASL interpreter, etc.). Contact Shasta Blue, at Blue@orpheum-memphis.com or 901-529-4242 with any questions.

Parking: Buses can park on Main Street in front of the Halloran Centre or Orpheum Theatre. For those arriving in cars, The Orpheum suggests parking in the MLGW parking garage (which will charge a fee) located on the corner of MLK and Front streets (entrance on Front). Several pay-lots do not allow business-day parking and will ticket or tow cars on their lots. Please note The Orpheum Theatre Group does not validate or reimburse for parking.

What to Wear: We suggest that students wear closed toe shoes and clothing that is easy to move in and breathable.

Chaperones: One to two teachers will be admitted per class. All parents/caretakers and additional adults remain in the lobby to limit distractions for the students. Each adult will need to sign in and receive a nametag upon entry.