

## Field Trip Guidelines

### Welcome To The World-Class Cobb Energy Performing Arts Centre!

*Below, are some simple guidelines to facilitate your visit to the Cobb Energy Performing Arts Centre.*

*Please read through them carefully and contact us at*

*770-916-2923 if you have any questions or require additional information.*

**Reservations:** All field trip admissions are to be made in advance. Please do not bring more than the number of seats reserved. Most performances are expected to sell out, and we will not be able to accommodate an increase in numbers at the last minute. Payments should be made in full, prior to the day of show to avoid any unnecessary delays. There is a “no refund” policy for admissions.

**Transportation:** The Centre can accommodate school buses, vans, and automobiles. Please be aware that vans and automobiles will incur a \$5 per vehicle parking fee. A third party contractor that runs the Centre’s garage charges this fee. There is no charge for parking school buses. All buses, vans, and cars must comply with directions provided by on-site staff.

**Arrival:** All vehicles should approach the Cobb Energy Performing Arts Centre from AKERS MILL ROAD. (Map enclosed) Upon entering the driveway, buses will be directed to the circular drive where they will temporarily pull up to the curb for unloading. A Cobb Energy Performing Arts Centre representative will board the bus and check-in your school. Classes will be immediately unloaded and buses will be directed to their designated parking areas.

**Seating:** Classes are seated as they arrive, starting with the floor level, first row. The exception to this is for programs with older and younger students in attendance at the same time. In this case, students in kindergarten and first-grade will be seated in the first few rows of the theatre. There are three levels of seating, with the back row of the top level no more than 160 feet from the stage.

**Restrooms:** Please seat your entire group, before taking restroom breaks so that you can be easily found. Students MUST be accompanied by adult chaperones when going to the rest room. We encourage that you take groups so that there are fewer trips.

**Chaperones:** Chaperones have a job to perform while at the Centre. Please make sure that your chaperones are interspersed among students, and that they are prepared for the day’s responsibilities. Please discuss restroom visits, emergencies, behavior, etc. with your chaperones prior to arrival.

**Behavior:** Students and teachers are encouraged to enjoy performances, applaud, and express enthusiasm in a manner that is appropriate for the performance, yet not disruptive for others. We request that students bring NO electronic devices to a performance, and that all educators place their phones/pagers on silent mode. We ask that chaperones on upper levels watch for students tossing or throwing items to lower levels and prevent students from climbing or leaning on railings. No student can leave the audience chamber without an accompanying chaperone. Students/classes who are disruptive may be asked to leave the performance with no refund.

**Departure:** Performances last approximately one hour. Upon conclusion of the performance, classes will be dismissed to the designated parking area to board their buses and return to school.

**Lunch:** There is no facility for classes to eat lunch in the Centre. We recommend classes eat lunch at the Galleria Specialty Mall, at a park on the route to/from the venue, or on their bus.

*Enjoy The Show!*

