



Children's Series

The Legacy Theatre is pleased to provide a rich tradition of presenting professional theatre productions geared to school children for field trips. To ensure that all patrons get the most from their experience, please review the following information and share with your students and chaperones prior to your visit.

RESERVATIONS

- Reservations are made and tracked via SignUp Genius.
- If you have any questions, please email Melanie@thelegacytheatre.org call 404-895-1473
- When requesting reservation, please provide preferred date, time, and total number of attendees **including teachers, chaperones, drivers, and students.**
- Please include a contact phone number and email address for the group leader.
- A nonrefundable 10% deposit is required to secure reservation.

PRICING & PAYMENT

- All tickets must be reserved in advance and paid for together to ensure the discounted field trip ticket price of \$10.
- Groups receive one complimentary ticket for every 20 that are purchased.
- Final head count and payment is due one month prior to reservation.
- Single or add-on tickets are \$12.
- Day-of-show tickets are \$15, subject to availability.

DAY OF SHOW

ARRIVAL

- Please plan to arrive approximately 30 minutes prior to show time. This is to ensure ample time for seating.
- Upon arrival, please select one representative from the group to check in and collect your welcome packet. Children should remain on busses until instructed to unload by Legacy Staff.
- When exiting busses, you will be asked to form a single file line and then you will be escorted inside the theatre.
- Children should use the restroom prior to arrival. This helps to ensure an on-time start for the show.
- Please note: Children must be chaperoned at ALL TIMES.

PARKING

- Busses will drop students off in front of the theatre. Please pull all the way forward and **do not have children exit busses until directed to do so by Legacy staff.**
- Parking for busses and cars is behind the theatre. Please follow signage located along roadside and at the two story building next door.
- Busses will pick students up in back of the theatre at the conclusion of the show. Busses should be ready and waiting one hour after show time.
- Most presentations are 60 minutes in length, with no intermission.

SEATING

- **Students and adults will be seated in the order that they are lined up.** Please have teachers and chaperones in place prior to entering the theatre. We are unable to save seats for anyone who is not in line.
- Everyone in attendance must have a ticket. Lap sitting is not permitted.
- No food or drink is permitted inside the theatre. This includes parents with coffee, etc.

LUNCH SPACE

- An outdoor picnic area is available for snacks or lunches. Please dispose of all trash in dumpsters.

ACCESSIBILITY

- Please notify The Legacy Theatre of any special needs at the time you place your ticket order, so that appropriate arrangements can be made. The theatre is wheelchair accessible.

LATE ARRIVALS

- As a courtesy to other groups attending, we make every effort to start performances at the published start time. On occasion, this may be delayed up to 15 minutes.
- Late comers will be seated at the discretion of the house manager to minimize disruption of the show.

ABSENT STUDENTS

- Vouchers are available for absent students. Each voucher entitles the absent student to free entry into a show that season with a paying adult. Please provide the Field Trip Coordinator with a list of students that were unable to attend to receive the vouchers.

THEATRE ETIQUETTE

- **FOOD:** Please dispose of any food, drink, or gum before entering theatre.
- **ELECTRONICS:** Photography, cell phones, texting, gaming, or recordings of any kind are prohibited during the performances.
- **NOISE:** Crying babies, unhappy siblings, and other loud noises disturb the actors and the other patrons. Please be considerate and leave the theatre during these periods. You may be re-seated at the next available opportunity.
- **AUDIENCE PARTICIPATION:** Some shows are interactive and request responses from the audience; some are not. Discuss with students and help them to identify appropriate responses.
- **APPRECIATION:** Curtain calls occur when the show has ended and the cast comes forward to take their bows. The best way to show the performers how much you appreciate their hard work is to stay at your seats and clap until the actors have left the stage or until the curtain comes down and the house lights have come on.
- **REMAIN SEATED:** At the end of the show, after the applause, please remain in your seats until your group is dismissed.

PLEASE SIGN AND RETURN THIS PAGE TO SECURE YOUR RESERVATION

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies.

Print Name _____ Sign _____ Date _____

School _____ Field Trip Date _____

Make all checks payable to The Legacy Theatre and mail to:

The Legacy Theatre c/o Children's Series
1175 Senoia Road, Ste C Tyrone, GA 30290

If you need assistance, please contact Melanie at (404)895-1473 or Melanie@thelegacytheatre.org

We are looking forward to hosting a wonderful and exciting season with you and your students!