

THE PASADENA Playhouse

YOUR DAY TO PLAY!

We are delighted that you will be joining us for a production at Pasadena Playhouse State Theatre. PLEASE READ THROUGH THIS DOCUMENT in its entirety and let us know if you have any questions!

In Preparation for Your Arrival:

- You are responsible for coordinating your own transportation to and from the theatre. There is ample street parking and multiple city lots, with good availability when you arrive early! If you will be bringing a large group that is arriving by bus, please let us know ahead of time. Similarly, we prefer groups to arrive at the same time so we may begin facilitations with everyone there. If you will be arriving in multiple vehicles, please let us know that in advance.
- A pre-show visit with a Teaching Artist will be scheduled by a member of the PPST Education Staff. Ideally, this session will take place on-site at the Playhouse campus one hour prior to your scheduled performance time. If there are challenges with that, we will do our best to accommodate you by sending a TA out to your site at another time.
- Every production has paired with it an artistic exhibit in our Georgia T. McClay Friendship Center just off the main Playhouse courtyard. We invite you and your students to browse the exhibit before and during the production!
- Snacks are available for a fee on the courtyard at the theatre
- Please be mindful that other organizations would like to see the show in your absence should you need to cancel. Final cancellations and or ticket request revisions should be sent no later than 48 hours prior to the performance. If you request a certain number of tickets and a fair portion of them go unused, we will reduce the number of allotted tickets assigned to your organization in subsequent performances.

- If you or your group needs to contact the box office on the day of the performance to let them know you are lost or running late, please call: [626-356-7529](tel:626-356-7529) until 6pm. After 6pm, phones in the box office shut down and you will need to send an email to our box office manager @: assistantmgr@pasadenaplayhouse.org
- We recommend you have a plan to deal with cell phones before entering the theatre. There is no texting during the performance and phones must be off; so many of our group leaders have found success collecting students' cell phones before the show begins. It may sound "harsh"; but when the students don't have devices to distract them, they are able to be more present to the event of the production. Group leaders set the example for their students; so we respectfully ask that you observe the cell phone etiquette request as well.
- There are lots of restaurants right around the Playhouse. Should you be interested in making an even bigger event out of attending the show, we are happy to provide you with our group-friendly recommendations!
- Please plan to provide feedback around your experience attending the pre-show workshop and the performance. We have a survey monkey set up to capture information, and we will send you the link following your attendance at the show. Additionally, we love to have pictures and testimonials that exist outside of the survey. Please let us know, when you send content, if we are permitted to publish it in programs, grant materials, program marketing, etc.

We look forward to welcoming you to the theatre!!!

Sincere Regards,

Alexis Chamow,
Director of Education Programs

&

Kellen Law,
Education Programs Coordinator