

# SCHOOL PERFORMANCES

## Bringing Children to Theatre and Theatre to Children!

### Upcoming School Performances

Get on the School performance email list - email Wendy Fairbairn –  
<mailto:wendy.fairbairn@huntsville.ca>

### School Performance Ticket Sales

- All school ticket prices include all taxes
- No tickets are available the day of a performance.
- Everyone attending a performance needs to purchase a ticket.
- School Performance tickets are sold only through the box office.
- School Performances are not sold Online.
- Parents who wish to attend a performance with a child's class must do so through the child's school.
- The Algonquin Theatre will sell home school tickets.

### Information You Require to Purchase Tickets

- TOTAL number of tickets including: teachers, EA's, chaperones, parents
- Date and Time of Performance
- Method of Travel (bus, walking, driving)
- School Mailing Address
- Contact Teacher's Email Address
- School Phone Number

### Confirmation, Invoicing and Payment

- Confirmation of your order will be emailed to you within 48 hours of ordering your tickets. When you receive your confirmation - please confirm the date, time and total number of tickets ordered is correct.
- Invoices will be issued on request.
- Final numbers are required a minimum of 7 days prior to the performance.

**Payment in full for the final number of tickets is required a minimum of 48 hours in advance of the performance.**

- Payment Methods – Credit Card, Cash or Cheque (no personal cheques).
- Receipts will be issued once payment is received. Receipts will be sent to the school.

## **Seating**

- No tickets are issued for school performances
- Wheelchair seating is available this must be done in advance as seats need to be removed to accommodate wheelchairs.
- Seating is done by group size to fill the maximum number of seats in the theatre.
- Seating is predetermined in advance of the performance. Requests may be taken for specific seats, but are never guaranteed.
- Seating location will be given when you arrive. Sorry no changes the day of a performance.
- Teachers please sit amongst students in the theatre.

## **Showtime**

- Please arrive at the theatre at least 15 minutes early as the show will begin promptly at the assigned time.
- Late schools will be seated at an appropriate moment in the performance.

## **Location, Directions and Travel**

- Algonquin Theatre is located at 37 Main Street East, Huntsville.

## **Travel**

- When schools travel to the Algonquin Theatre, the staff will need to know which door your group will be arriving at. This allows adequate numbers of ushers to be available at the appropriate doors.

## **Drop Off and Pick Up**

- A bus may drop off and pick up children off at the rear of the Algonquin Theatre on High Street.

## **Food and Drink**

- There is no food or drink permitted in the theatre.
- Bottled water is the only exception.
- Please ensure that all students throw out gum, candy and all snacks prior to entering the theatre.
- Garbage receptacles located on each level for your convenience.

## **Washrooms**

- Washrooms are located on the Main Floor (1<sup>st</sup> floor). Men's, Women's and family washrooms are available. There are also single washrooms located on the Balcony Level (3<sup>rd</sup> floor). Note: The washrooms that are located on the second floor are not open during weekday matinee performances.

## **Algonquin Theatre Staff and Ushers**

- You will be greeted at the doors by the Algonquin Theatre staff and ushers. The ushers will be available throughout your visit to the Algonquin Theatre to assist with any questions that may arise. Ushers will be wearing black and white with a coloured tie for easy identification.

## **Theatre Etiquette**

- Please share theatre etiquette information with your students prior to coming to Algonquin Theatre. This will assist in making everyone's visit enjoyable!
- Please remind students to remove hats when they are in the theatre.
- Hallways, stairways and lobbies have an echo, indoor voices are greatly appreciated.
- Please remind students that feet are best on the floor!

## **Cell Phones and Recording Devices**

- Please turn off all cell phones, beepers, pagers and beeping watches when you are in the theatre so as not to disturb other audience members or the actors on stage.
- Cameras, video cameras or recording devices of any kind are not permitted in the theatre.
- This is for safety reasons.

**Enjoy your visit to the Algonquin Theatre and  
Enjoy the performance!  
Bringing Children to Theatre and Theatre to Children!**

### **School Performance Contact**

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