



## THEATERFEST

### Student Matinee Agreement Letter

Dear Educator,

PCPA Theaterfest's Student Matinee Program welcomes you and your students (**ages 5 and over**) to our performances. We thank you for making theatre a part of your student's education, and hope you and your students enjoy the time spent with us. The experience of attending a live performance is often new to our younger audiences. We are pleased to introduce students to theatre through our Student Matinee Program and hope to cultivate their theatre etiquette and ability to appreciate a live performance. Following are some guidelines to make the experience of attending a PCPA Theaterfest production enjoyable for every audience member:

- ❖ **Please remind your students they will be attending a live performance. They, the audience, are one of the most important elements of the production. Our actors want to give the best performance they can, and a quiet and attentive audience is what makes that possible.**
- ❖ **Food and backpacks are NOT allowed in the theatre. Further, we cannot accommodate any backpacks in the lobby, so please find a place to store them at your school or on the bus. (Please instruct your chaperones to keep an eye out for snacks being snuck into the theatre, especially at intermission.)**
- ❖ **Seating begins a half-hour before the performance. Please allow plenty of time for parking and seating. If your bus is running late, please call the House Manager at 805-928-7731 ext 3141. If you are unable to get through, please call the Box Office at 805-928-7731 x 3135.**
- ❖ **When being seated for a performance, please make sure the chaperones are seated at the end of the rows and throughout the student-seating block to easily monitor their behavior. Please note that chaperones are most effective when they sit among the students and not with other chaperones.**
- ❖ **Inform all chaperones attending the performance that they are responsible for monitoring the behavior of the students. If disruptive behavior occurs, chaperones should quietly address and resolve the disruption. If it continues, the House Manager will escort any students causing the disturbance along with the chaperone into the theatre lobby for the duration of the performance. We require a minimum of one chaperone for every ten students. If this ratio is not upheld, PCPA Theaterfest reserves the right to refuse admission to the performance.**
- ❖ **If you need to monitor specific students, whether it is for special needs or problematic cases, please have a chaperone sit next to them.**
- ❖ **If a serious problem occurs during the performance, alert an usher or the House Manager immediately.**
- ❖ **There is no texting allowed in the theatre. All cell phones, including those of the chaperones, should be turned completely off and put away for the entire performance.**

Thank you in advance for your cooperation in the development of our younger audiences. To ensure that educators and chaperones are aware of our Etiquette policy, **we would like to ask you to sign and return this letter to us.** If this letter does not accompany your payment, this will result in a delay in the process of your order. If it's more convenient, you may also fax this agreement to the attention of Cynthia Valdez at fax# (805) 922-3074.

If you are interested in receiving additional information on a Student Matinee performance or have questions about PCPA's Etiquette Policy, please call the Outreach Office at 928-7731 x**3156**.

Sincerely,  
PCPA Education and Outreach Department

Signed by:

\_\_\_\_\_  
Representative of School or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of School or Organization