

## Procedures for the Day of the Concert

### Arrival and Departure

Please time your arrival so that your students are seated 15 minutes prior to the performance. Typically this requires arrival at Powell Hall 30 minutes prior to concert time.

### School Bus Arrival

- School buses must unload on Delmar Boulevard, on the north side of Powell Hall. Do not unload your bus on Grand Boulevard. (A map to Powell Hall has been included). School buses need to be marked with the school name in the window for easy identification. (Printable signs are included in this information.)
- As your bus arrives, please wait for a SLSO staff member to greet you with further instructions. Do not worry if groups with multiple buses become separated. SLSO staff and ushers have complete information for your group to reconnect inside the Hall.
- Nametags for students and chaperones with school information are appreciated.
- Students to be seated on the Orchestra level will be directed to enter through the front of Powell Hall on Grand Boulevard. Students with tickets for the balcony (Grand Tier, Dress Circle Boxes, Dress Circle, Grand Circle, and Terrace Circle) will be directed to enter through the double doors on the north side of Powell Hall. Please direct your students to follow usher instructions.

### School Bus Departure

- Upon dismissal, please follow the ushers' directions and exit on the south (right) side of the building. Ushers will provide teachers and chaperones parking lot maps showing school bus locations in the parking lot behind Powell Hall. School buses need to be marked with the school name in the window for easy identification in order for bus maps to be correct. (Printable signs are included in this information.)
- Due to safety concerns, buses are unable to move until all students are on board and seated. **Therefore, children re-entering the building for the restrooms force all other students to be held on their buses. We appreciate you helping your students anticipate any need to use the restroom before they exit Powell Hall.**
- If you plan to visit other Grand Center institutions, bus parking arrangements must be made with those organizations. The lot adjacent to Powell Hall must be emptied following each education concert.
- All buses will be directed to exit the parking lot as soon as all students are safely loaded. Please help us ensure a smooth departure for all students by promptly loading your buses.

### Vans and Automobiles—PLEASE NOTE CHANGES

- Attendees arriving in vans and automobiles should park in the Third Baptist Church Parking Lot. Cost is \$5.00 per car and the lot can be accessed from Samuel Shepherd or Washington Ave; please review the map on page 3. **There will be no parking access to the Delmar lot behind Powell Hall.** Attendees parked in the Third Baptist Church Lot will avoid waiting for bus loading and dismissal, making the process safer and more convenient for everyone involved.
- If you know that you are seated upstairs, enter through the Delmar side of the building. If you know you are seated downstairs, enter through the Grand Boulevard doors. If you are unsure, please check with a Symphony staff member.

### **Tours**

Groups scheduled to take a tour of Powell Symphony Hall after a 10:00 a.m. or 11:00 a.m. concert are asked to remain in their seats following the performance.

For groups taking the tour after a 10:00 a.m. or 11:00 a.m. performance, your buses will receive special instructions for parking. When your bus is greeted by SLSO staff, please confirm that you are participating in the tour.

### **Special Needs**

Please alert the SLSO staff of any students with special needs in advance of the concert. This includes the need for sign language interpreters, as well as assistance with arrival or departure. Call Mary Brown at 314-286-4156.

### **Chaperones**

Please be sure your group has adequate supervision for the concert. Chaperones are responsible for the conduct of their students. We recommend at least one chaperone for every 10 students.

### **House Rules**

Recording equipment is not permitted in Powell Hall. Cameras are not permitted in the auditorium or seating areas where stage is visible. No food or drink of any kind, including chewing gum and candy, is permitted in the auditorium. Latecomers will be seated at the discretion of the management.

### **Restrooms**

- Ladies' restrooms are located on the north side of Powell Hall on the Orchestra, Grand Tier and Balcony levels. Men's restrooms are located on the north side of Orchestra and south side of Balcony level. A wheelchair restroom is available on the Orchestra Level.
- Students using the restroom must be accompanied by an adult.
- Restrooms should be visited before or after concert, as we strongly urge that students remain in their seats during the concert.
- Once students are on board their buses, children will be unable to re-enter the building to access the restrooms. Due to safety concerns, buses are unable to move until all students are on board and seated. **Therefore, children re-entering the building for the restrooms force all other students to be held on their buses. We appreciate you helping your students anticipate any need to use the restroom before they exit Powell Hall.**

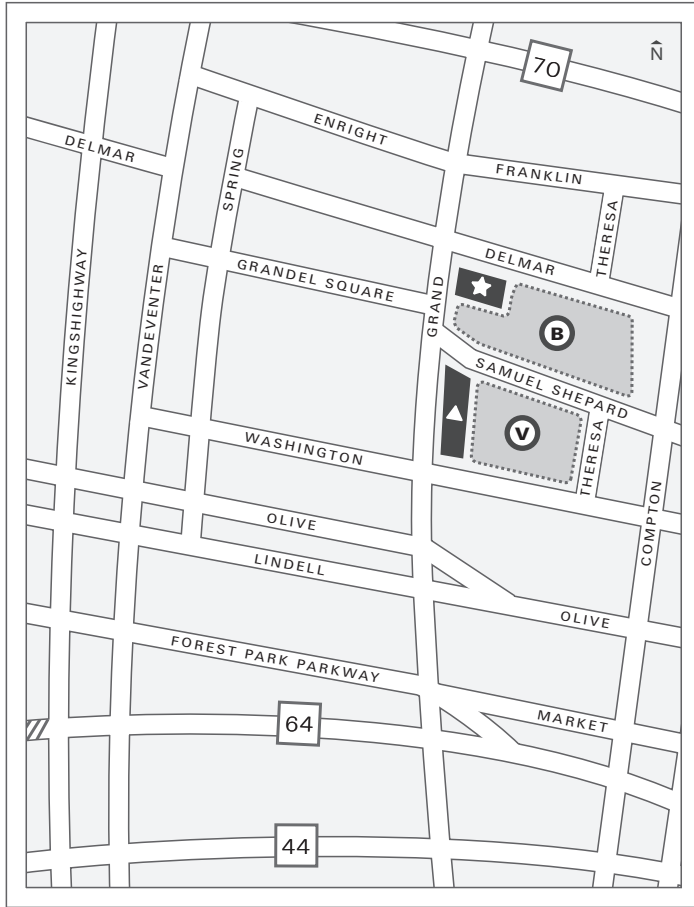
### **Lost and Found**

Valuables left behind at a concert will be turned in to the receptionist after the hall is cleaned. Please call 533-2500 to recover lost items. If you find an item during or after a concert, please give it to one of the ushers.

**Map**

Parking is available in the Third Baptist Church Lot.

(Note: Parking lot is owned, operated and staffed by Grand Center. Parking fees are set by Grand Center.)



**PARKING KEY**

- ★ Powell Symphony Hall
- ▲ Third Baptist Church
- B:** Bus Parking
- V:** Van & Automobile Parking

**NAME OF SCHOOL** \_\_\_\_\_

**DISTRICT** \_\_\_\_\_

**BUS** \_\_\_\_\_ **OF** \_\_\_\_\_