



Your performance location:

The Palace Theatre at 19 Clinton Avenue in Albany, New York

TWUSA GUIDELINES

Teachers and chaperones, in order to make the theatrical experience as pleasurable as possible for your group and all others in attendance, we ask that you review the following information with the students at least one day prior to your field trip. **Subsequent pages contain important information for your group and bus drivers.**

1. **NO FOOD, DRINKS OR SNACKS OF ANY KIND** are permitted in the theater or lobby—this includes bagged lunches and coolers.
2. **NO CAMERAS** or recording equipment of any kind are permitted inside the theater.
3. For many students, this performance will be their first experience with live theater. Instead of talking and whispering during the performance, please wait until after the show to discuss or comment about it. Also, no running, shouting or disruptive behavior at any time before, during, or after the show. Ushers may ask chaperones to remove disruptive children.
4. The performance lasts approximately one hour and restroom and drinking fountain privileges during that time must be reserved for absolute emergencies only (and then, as always, children must be accompanied by an adult).
5. For seating, please follow the instructions of the house staff at all times.
6. All patrons, regardless of age, must purchase a ticket to enter the theater.

Teachers and chaperones, please take an active role in watching over the students in your care and assisting them in maintaining appropriate behavior. We hope you enjoy the show.

Please see additional pages for instructions from the venue.



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For TWUSA performances at The Palace Theatre, if traveling by bus, we would really prefer if drop off occurred between 9:00am and 9:45am.

PLEASE INSTRUCT DRIVERS TO FOLLOW THE DIRECTIONS OF THEATRE PERSONNEL FOR DROP OFF AND PICK UP

From the East and West, take I-90 to I-787 to the Clinton Avenue Exit.

From the South, take the New York State Thruway to I-787 to the Clinton Avenue Exit.

After Clinton Ave Exit, the theatre is two lights up on the corner of Clinton Ave and Pearl Street.

*****BUSES:** All buses can pull up along Clinton Avenue or Pearl Street (wherever there is room) to drop off. Sometimes the buses are required to go around the block to get an open spot to pull over, but we will have security outside helping to direct buses as they arrive. After you are dropped off, we will give each bus driver a time and location to return to at the end of the show according to where your group is seated in the theatre. This should make for a smooth exit of the building.

At the end of the show, groups travelling by bus should remain in their seats and will be dismissed by school. To help with the dismissal process we also ask, **that you write your SCHOOL NAME and GRADE LEVEL on a piece of paper and tape it to the first window on the passenger side.** **Bus drivers will need to follow our instructions for when to return to the theatre for pick-up**.

***** CARS:** Pearl Street and Ten Broeck (first right off Clinton Avenue if going uphill from the theatre). The signs will say “permit parking”, or it’s “free for 2 hours without a permit.” There is metered/pay station parking on Clinton Avenue across from the theatre, and on Broadway (a block down from the theatre). There is also garage parking in the Quackenbush Garage at Broadway and Orange Street. This is about 2 blocks from the theatre, and costs \$5 for 2 hours. **Please note that fees are subject to change.**

ENTERING THE VENUE: When you arrive, we ask that you keep your group together, and enter the theatre as a whole group. You will be stopped once you get to the lobby, and asked what school you are from and what name your reservation is under. You will then be escorted to the section we have reserved for your group. Unless it’s an emergency, we ask that your whole



group be seated before leaving to use the restroom. Please have an adult escort the students to the restrooms.

END OF SHOW DISMISSAL: Once the show has ended, we will dismiss each group from the stage by saying the name of your school and the door you should exit through to get to your bus(es). In most cases, there will be someone to escort your group out of the theatre to your bus(es). If you are traveling on your own, (by car or van) you will be among the first to be dismissed.

