



**Your performance location:**

**Colden Auditorium at KUPFERBERG CENTER FOR THE ARTS on Queens College campus in Flushing, NY.**

**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.**



**Your performance location:**

**Colden Auditorium at KUPFERBERG CENTER FOR THE ARTS on Queens College campus in Flushing, NY.**

**For TWUSA shows at the Kupferberg Center, please plan to arrive at least 20 minutes before curtain time. Doors open approximately 30 minutes before curtain time. Please note that there are no indoor facilities to accommodate groups arriving prior to the theatre doors opening**

**If you have chaperones included in your ticket count, then your entire group must arrive together in order to enter the theatre. If you have chaperones arriving late, someone from the school must come out to the lobby to get them and escort them in. If they are unable to reach anyone inside, they will be denied access. This is to help protect the children already inside the theatre.**

**Seating:** Groups are seated on a first-come, first-served basis. Seating for multiple bus loads is only possible if the entire group arrives and lines up together. We thank you in advance for patiently awaiting your turn to enter the theatre.

**While we are sympathetic to requests for close seating, we are unable to reserve seating areas in order to handle special requests. Arriving to the venue early will assist us in trying to accommodate your special needs request.** Doors open approximately 30 minutes prior to the performance. Please note that there are no indoor facilities to accommodate groups arriving prior to the theatre doors opening.

**PLEASE** make sure that your children fill every seat, not leaving any empties between them.

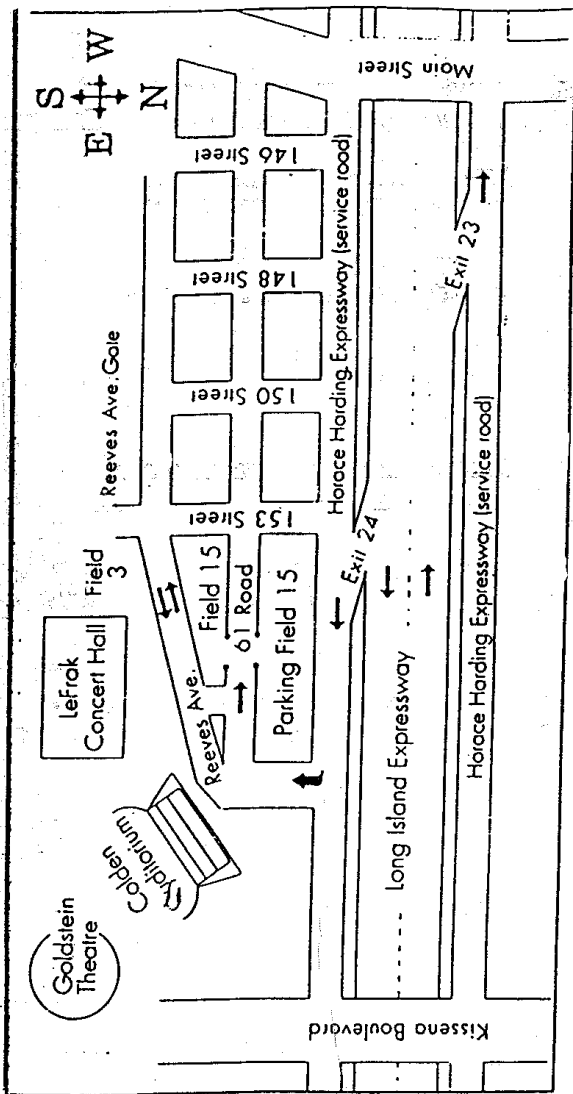
**Dismissal:** When exiting the theatre, **groups must use the side exits.** Persons with special needs can speak to an usher to arrange for alternate exit.

Please follow the instructions of the house staff at all times.

**We promise to do our very best to accommodate everyone in as professional and as courteous a manner as is possible.**

**\*\*PLEASE NOTE: CAFETERIA IS OFF-LIMITS TO SCHOOL GROUPS\*\***

***Below are directions to the venue and instructions for parking.***



**Kissena Park**

↓ Booth Memorial Avenue is 5 blocks north of the Horace Harding Expressway (on Kissena Blvd.)

**Important to note!! Please call to the attention of the bus drivers.**

Updated drop-off and bus parking information is attached. Changes were deemed necessary after repeated problems with bus parking in past seasons. The area police and office of pupil transportation have been put on notice. Please be aware that failure to meet the conditions outlined may cause buses to be ticketed or towed.



**GOLDEN CENTER FOR THE PERFORMING ARTS  
AT QUEENS COLLEGE  
FLUSHING, NY 11367-1597**

**◆ PARKING DIRECTIONS ◆**

**PARKING IS PERMITTED ONLY AT KISSENA PARK  
AND ALONG BOOTH MEMORIAL AVENUE (SEE MAP)**

**To Drop Off Passengers:**

**BUSES MAY STOP *TEMPORARILY* AT THE REEVES AVE. GATE BEFORE SECURING  
A PARKING SPACE AT KISSENA PARK OR ALONG BOOTH MEMORIAL AVE.**

**SPECIAL EDUCATION BUSES MAY STOP *TEMPORARILY* AT THE KISSENA BLVD.  
GATE BEFORE SECURING A PARKING SPACE AT KISSENA PARK OR ALONG BOOTH  
MEMORIAL AVE.**

**● PARKING IS NOT PERMITTED ON THE HORACE HARDING EXPWY., REEVES  
AVE., KISSENA BLVD./QUEENS COLLEGE OR AT BUS STOPS.**

**● ANY VIOLATION OF THE ABOVE WILL RESULT IN BUSES BEING TICKETED  
AND TOWED BY THE NYCPD AND/OR OPT INSPECTORS!**

**To Pick Up Passengers:**

**DRIVERS MAY RETURN TO THEIR DROP-OFF POINTS ONLY AT THE FOLLOWING  
TIMES:**

- ◆ After 11 a.m. for the 10 a.m. show
- ◆ After 11:30 a.m. for the 10:30 a.m. show
- ◆ After 1 p.m. for the 12 p.m. show

**BUS DRIVERS & TEACHERS: PLEASE MAKE ARRANGEMENTS WITH EACH OTHER  
REGARDING PICK-UP BEFORE LEAVING THE BUS.**

***ADHERENCE TO THE ABOVE PARKING REGULATIONS WILL MAINTAIN THE SAFETY  
OF CHILDREN AND PEDESTRIANS AND THE PROPER FLOW OF TRAFFIC.  
THANK YOU.***

**◆ Turn over for Map ◆**