



Your performance location:

The Lund Auditorium in the Fine Arts Building of Dominican University in River Forest, Illinois.

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:

The Lund Auditorium in the Fine Arts Building of Dominican University in River Forest, Illinois.

For TWUSA shows at the The Lund Auditorium, please plan to arrive at least 20 minutes before curtain time. Doors open approximately 30 minutes before curtain time.

Seating: For seating, please follow the instructions of the house staff at all times and please make sure that your children fill every seat, not leaving any empties between them.

Directions: Enter at the main gate of the campus from Division Street entrance. Proceed around the traffic circle to the drop off point. There is **NO PARKING ON CAMPUS or SURROUNDING AREAS FOR BUSES during the show. Parking is permitted in Thatcher Wood on Chicago Avenue or at local businesses on North Avenue.**

See Additional School, Bus and map information on following pages.

PLEASE NOTE: NO ACCOMMODATIONS CAN BE MADE FOR GROUPS TO HAVE LUNCH ON THE CAMPUS OR IN THE LUND AUDITORIUM. PLEASE LEAVE ALL FOOD AND LUNCHES ON YOUR BUS. HOWEVER, THERE ARE A FEW PARKS LOCATED NEAR THE AUDITORIUM. PLEASE CALL 708-524-6516 FOR MORE INFORMATION.

SCHOOL BUS INFO



7900 W Division St

Dominican University Performing Arts
Center

708-488-5000

For the safety of your students and staff, please share this information with your bus driver and chaperones. If you have any travel/facility related questions please call the DUPAC Patron Services Manager at the number listed above.

DAY OF BREAKDOWN

ARRIVAL

- Upon arrival buses should enter through the MAIN ENTERANCE. A security officer will be at the gate to check-in each school bus.
- Then buses are to proceed to the right and queue in the circle drive way to be unloaded in the front of the Dominican University Performing Arts Center. (ALL passengers must remain seated and on the bus, unless directed otherwise.)
- While waiting to unload in the front of the building, the DUPAC Patron Services Manager will check-in each school and confirm school, number of buses, parking instructions, and call-back time.
- Once at the front of the building, a security officer will instruct your school to unload and enter the building in a single-file line.
- After buses are unloaded they are directed to the left to exit via the WEST PARKING LOT ENTRANCE (which is a red brick driveway). Please use caution as this parking lot is very active during the morning hours.

PARKING

Bus Parking on campus or on the local side streets is STRICTLY PROHIBITED.

Bus parking is available at Thatcher Woods Glen, just south of Dominican University. (Located at the corner of Chicago Ave & Thatcher Ave OR at any business that allow bus parking along North Ave (McDonalds, Jewel, Target, etc.))

Individual cars or small shuttle buses are also not permitted to park on campus and will be ticketed/towed. Special arrangements may be made in advance by contacting the DUPAC Patron Services Manager. (Subject to parking availability.)

DEPARTURE

- Buses may return at the call back time assigned by the DUPAC Patron Services Manager. Buses that return before the designated time will be asked to leave and return at the proper time.
- Upon return, buses are to line up on Division St. facing East with their engines off. Schools with multiple buses MUST be in line together.
- Once buses are checked and together by school, a security officer will queue them in the front of DUPAC, extending to the circle driveway. Drivers please follow instructions of security carefully and use caution when pulling into campus.
- Schools will be released from the theater in the order the buses are lined up in the queue. Once everyone is loaded on the bus, move toward the exit of the driveway to complete head count, so other schools may pull forward in the queue.

FAQ

Is there space available on campus for lunch?

Lunch facilities are not available and picnicking on campus is not permitted. No food items may be brought into the Lund auditorium.

Where are washrooms located?

Washrooms are located in the lower lobby. This lobby is only accessible by stairs, a handicap washroom is located on the main level. Please ask a front of house staff to assist you in locating the accessible washroom.

We need to leave immediately following the performance, is it possible to be released first?

Schools are released based on the order they arrive and are pulled into the queue by security. If a school with multiple buses are not together in line, they will not be admitted to the queue until ALL the buses arrive. School should plan on a 5-20 min waiting time after the performance. We ask all schools to exit as quickly and orderly as possible when called to be released, also once on the bus please have your bus pull forward toward the exit of the driveway to minimize wait times for other schools.

We are unhappy with our seats, is it possible to move our school to another location?

Reserved seating is based on the grade level, special need requests, and size of party. Most school shows are sold to capacity and unfortunately do not have wiggle room for relocation. The Lund Auditorium holds 1045 and the balcony actually over hangs the main floor, providing optimal view of the stage. There are no obstructed views in the theater.

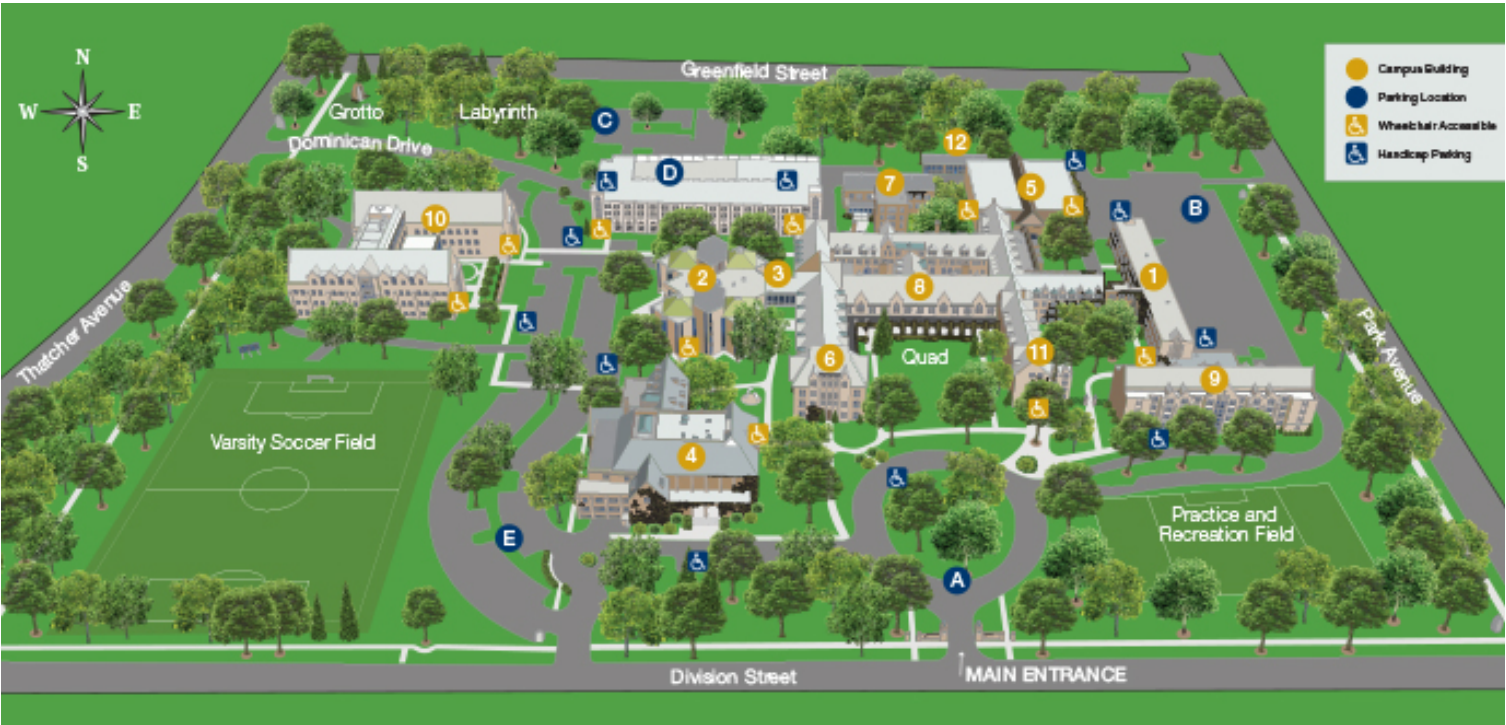
While attending the performance our student/staff left an item in the theater, do you have a lost and found?

The theater is cleaned immediately after the performance. Lost and found items will be held in the DUPAC box office (located in the front of the building) for the remainder of the business day and then turned into Dominican University security office (located on the first floor of the parking garage). To arrange pick up, Dominican Security may be reached by calling 708-524-5999.

For all other questions, comments, or concerns please contact the Dominican University Patron Services Manager

at 708-488-5000 or by emailing pserrano@dom.edu

CAMPUS MAP



MAIN ENTRANCE



PERFORMING ARTS FRONT ENTRANCE



THATCHER WOODS GLEN (for bus parking)

