



Your performance location:

**The Town Hall at 123 West 43<sup>rd</sup> Street in New York City**

**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 Town Hall at 123 West 43<sup>rd</sup> Street in New York City**

**For TWUSA performances at The Town Hall, please plan to arrive at least 30 minutes before curtain time. Doors open at approximately 9:45 AM and 12:00 PM respectively.**

**If you are taking the subway:** Take any train that stops at 42nd Street (Times Square) and walk to 43rd Street between 7th and 6th Avenues.

**Please see additional page for instructions from the venue.**

# Welcome to Town Hall!

In order to make this TheaterWorksUSA presentation a more enjoyable experience for your students, we ask that each chaperone take a moment to review these simple rules.

## Seating

- Classes are seated on a first come first served basis.
- Adults are allowed to accompany and sit with their classes. As a result, Town Hall is not responsible for any visibility issues this may cause.
- If there are too many adults in your group, some may be required to sit in a separate section to avoid obstructing the children's view.
- Every seat in a row must be filled before beginning the next row.

## House Rules

- No food or drink allowed in the theatre at any time.
- No gum or candy.
- Turn off all personal electronic devices: cell phones, pagers, handheld games, etc.
- Cameras and video recorders are not allowed in the theatre.

## Code of Conduct

- Guests shall be respectful of others around them.
- Guests shall avoid blocking the view of others guests.
- Guests shall refrain from using foul/offensive language, fighting, obscene gestures, throwing objects and engaging in other behavior detrimental to the experience of other guests.
- Guests shall not stand on seats or any other building structure.
- Guests shall not block the aisles.
- As required by the City of New York, guests shall not smoke anywhere in our facilities.
- Guests are encouraged to report inappropriate or offensive behavior to an usher or Security.
- Guests shall comply with requests from Town Hall staff regarding the venue's operational and emergency procedures.

## Coat Check

- Town Hall does not provide an area to check coats or any other personal belongings. We are not responsible for any property that is lost, stolen or damaged.

## Restrooms

An adult **must** accompany children to the restroom.

- Women's Restroom: Upstairs, located on the center of Mezzanine level
- Men's Restroom: Down the stairs, located in the lobby

**Failure to comply with these rules may result in removal and/or your school's suspension from the TheaterWorksUSA program.**