



**Your performance location:**

**THE FORD COMMUNITY AND PERFORMING ARTS CENTER, 15801  
Michigan Avenue, Dearborn, MI 48126**

**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 FORD COMMUNITY AND PERFORMING ARTS CENTER, 15801 Michigan Avenue, Dearborn, MI 48126**

For TWUSA performances at The Ford Community and Performing Arts Center, please plan to arrive at least 30 minutes before curtain time. Doors open approximately 30 minutes before curtain time.

### **Bus arrival procedure:**

- Your group will be **assigned one of two drop off points. (Either the south (S) or west (W) entrance to the venue.)** Please see attached map.
- Please have buses pull up to the assigned entrance to allow students to disembark.
- After drop-off, buses should **park in the rear, south parking lot.**
- Approximately 10 minutes prior to the end of the show, buses should line up at their assigned entrance to retrieve students. (The show is approximately 60 minutes in length.)
- Groups arriving by **private car should park in the west parking lot** in front of the venue.

### **SPECIAL ACCOMMODATION REQUESTS:**

In order to seat everyone in a timely fashion, this venue seats groups as they arrive.

- . For those in wheelchairs, **there is a wheelchair section on the main floor, and one** of the school chaperones can be seated next to them.
- . For those with vision and hearing impairments, they are **usually seated in the first row** of the theatre, with a **single** chaperone beside them.
- . As the venue cannot guarantee seating for the entire school group for those with special accommodations requests, **please be prepared to have one chaperone ready to sit with the student.**

## **SEATING AT THE FORD COMMUNITY AND PERFORMING ARTS CENTER**

Dear Patrons, please peruse the following in advance of your trip. Also, please distribute or communicate the following so that everyone is prepared prior to arriving at the theater.



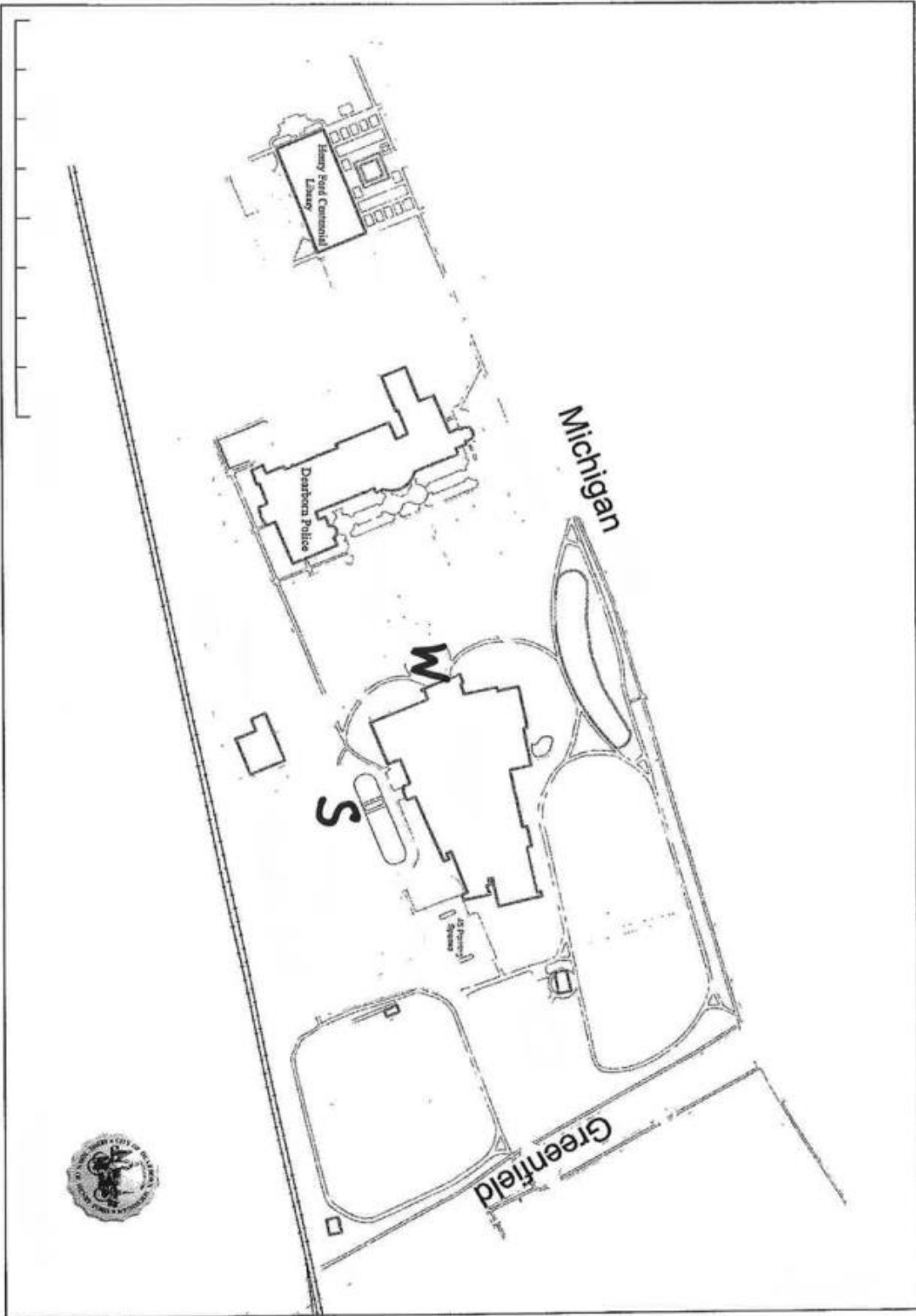
Groups are seated as they arrive. Patrons are seated row by row and all seats must be filled as directed by the ushers. This means we are unable to accommodate requests to be seated with another group or seated close to the front.

If there are any late arrivals (i.e. due to buses arriving late), sometimes groups will be seated in the balcony to avoid any disruption to the program and the others in attendance who are already seated.

If arriving by individual cars, please know you will be asked to wait in the Theater Lobby until your entire group arrives. Otherwise, the only other option for individual parties, will be to enter the theater and be seated in next available row or seat.

We appreciate your assistance in honoring the above directions and helping to contribute to a wonderful theatrical experience for all. Thank you for working with us.

**PLEASE SEE FOLLOWING PAGE FOR MAP**



FC & PAC Site Plan