



Your performance location:

**The Memorial Auditorium on the campus of Montclair State University
in Upper Montclair, New Jersey**

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 Memorial Auditorium on the campus of Montclair State University in Upper Montclair, New Jersey

For TWUSA performances at the Memorial Auditorium, please arrive by 9:30am (10am show) or 12pm (12:30pm show). **There is approximately a 7 minute walk to the auditorium.** If your class includes **students with special needs**, please try to arrive no later than 9:30am (10am show) or 12pm (12:30pm show) so that MSU staff can better attend to your needs and assist in the navigation of the campus.

FOR AUDIENCE MEMBERS WITH PHYSICAL IMPAIRMENTS: **When you arrive at the drop off point, please speak with one of the "Bus Greeters", or police officers and they can arrange for transport or assist in another way.**

NOTICE: Teachers, please be sure to give the bus driver a copy of the map located on the last page. Also, please make bus drivers aware that they are NOT to remain parked at the drop-off point!!!!

Seating at this location **is on a first-come, first-served basis. PLEASE** make sure that your children **fill every seat, not leaving any empties between them.**

There is **new** protocol for the drop off & pick up of students & patrons. **Please review the attached instructions at least two days before your trip and share the drop off/pick up map with the Bus Driver. All buses will be dismissed from the Campus at the same time. After the show, please return promptly to your bus.** We greatly appreciate your help with this process and we thank you for your patience.

For those travelling by cars, private cars can only park in the "Red Hawk" Parking Garage. A private vendor operates all parking on Campus. The cost per car is (1-2 hours= \$4, and 2- 4 hrs. \$7). The phone number for the Garage is 973-655-7580. Please note that prices are subject to change.



MONTCLAIR STATE
UNIVERSITY

IMPORTANT DROP-OFF AND PICK-UP PROTOCOL FOR TEACHERS AND BUS DRIVERS TO MEMORIAL AUDITORIUM

Please follow these simple steps for a safe and enjoyable journey to Montclair State University.

1. Please use the *map* to get to the drop off area (*please see map in following pages*). **Please do not pull over at any other area other than the designated drop-off point.**
2. Once your bus has pulled over, you will be greeted by our bus coordinator. The bus coordinator will give **both the teacher and bus driver a color coded card with a number**. The **bus driver will put one of the cards in their front window**. The teacher will hold on to the other card. **Do not lose the card as they will be used for dismissal**. The teachers and students will disembark the bus when prompted and will proceed to *Memorial Auditorium*.
3. The bus driver will then drive (*use map*) to the **Floyd Hall Arena Parking Area**. There will be a police officer at Floyd Hall directing buses. **Bus drivers must not leave campus or their buses at any time. This may delay release time for all schools.**
4. Once the performance is complete, **teachers and students will remain in their seats and we will call colors** (corresponding to your card) over the sound system in the theater. At the same time we will advise campus police at Floyd Hall to begin sending the coordinating buses to Chapin Dr. **UTILIZING**



CAMPUS GROUNDS FOR LUNCH, MEETINGS, ETC., IS PROHIBITED. SCHOOLS MUST RETURN TO THEIR BUSES WHEN INSTRUCTED.

5. Teachers and students will walk down the same location in which they came. **It is very important to give back the cards to our bus coordinator before leaving the University.**
6. **Once buses are loaded, we will release all buses AT THE SAME TIME as we need to stop traffic on Valley Road. You must wait for the police officers and MSU Staff to give you the direction.**

Failure to follow this protocol can result in delayed performance start times, summons, and/or traffic congestion. Please be courteous and share this with everyone that will be involved in transporting students to the University.

MEMORIAL AUDITORIUM -- Montclair State College in Upper Montclair, NJ

Directions by car from:

Bloomfield Avenue, Montclair: North on Valley Road (by the fire department) 3.3 miles to Normal Avenue traffic light. Turn left at the light.

Route 46 East and West: Valley Road, Montclair Exit (at Route 3 Junction), South for approximately one mile to Normal Avenue traffic light. Turn right.

Route 3, Valley Road: Montclair Exit (at Route 46 Junction), South for approximately one mile to Normal Avenue traffic light. Turn right.

Garden State Parkway North: Exit 153B (left lane) to Route 3 West to Valley Road, Montclair Exit. Head South for approximately one mile to Normal Avenue traffic light. Turn right.

Garden State Parkway South: Exit 154 to route 46 West to Valley Road, Montclair Exit. Head South for approximately one mile to Normal Avenue traffic light. Turn right.



New Jersey Turnpike: Exit 16W to Route 3, to Valley Road, Montclair Exit. Head South for approximately one mile to Normal Avenue traffic light. Turn right. Motorists traveling on the Turnpike South to Exit 11 may exit there to Garden State Parkway North.

Lincoln Tunnel: Follow Route 3 George Washington Bridge: Route 80 to the Garden State Parkway South.



MONTCLAIR STATE UNIVERSITY

Bus Drop-off, Pick-up, and Walking Path to Memorial Auditorium



Please do not drop-off anywhere else on campus. Bus drivers should remain with their bus. Eating on campus is not permitted. You must return to the bus pick-up area upon completion of the performance. Thank you for your cooperation.

- Driving Path
- Walking Path