

## LuCille Tack Center for the Arts

### ARTS ADVENTURE SERIES INFORMATION for TEACHERS & CHAPERONES

**PLEASE READ** before completing the order form, as some procedures have changed.

•Arts Adventure Series performances are for tax exempt school groups and home school groups that are registered with the Wisconsin Department of Public Instruction. **Home school groups must provide a copy of their DPI registration form at the time of reservation.**

•**2017-2018 PRICING:** All school seats with a federal tax-exempt number are \$5 each. For every 20 tickets purchased you will receive one additional free ticket. (Ex: If you order 105 tickets, five tickets will be a no charge.) Ticket prices for the general public and schools **without** a federal tax-exempt number are \$6. Note that a seat must be reserved for everyone in your group. Your reservation total must reflect all students, chaperones and teachers attending. All tickets must be reserved through the school group. Parents are not able to purchase seats on their own unless they are a certified home school group. Send your order as soon as possible to avoid being placed on a waiting list. **Phone orders will NOT be accepted.**

•**CHAPERONES:** Performances are scheduled as educational experiences for school groups. Excessive chaperones decrease the number of seats available for students. Therefore, please limit the number of chaperones to no more than one per 10 students. Chaperones, please do not bring infants in child carriers. Children under four years of age are not permitted in the theatre.

•**REGISTRATION FORMS:** Registration forms are available for [download](#) from our website. Upon completion of the REGISTRATION FORM:

MAIL to: LTCA Arts Adventure Coordinator, 300 N School Street, Spencer WI 54479

EMAIL to: [artsadventure@lucilletackcenter.com](mailto:artsadventure@lucilletackcenter.com)

FAX to: 715.659.5470

If you need help completing the form, or have questions, call the Box Office at 715.659.4499 or [email](#).

•**SEATING:** The doors of the theatre will be opened 30 minutes prior to curtain time. Please arrange your schedule so your buses will arrive with time for seating and a bathroom stop. Tickets are not issued. An usher will direct you to your seats. All seats are reserved; thus each group must adhere to the seating assignment and may use only the number of seats reserved. Please plan to have teachers/chaperones seated with the students under their supervision. Once all the students and respective chaperones have been seated, please settle in and remain seated during the entire show. No one should leave the theatre until after the final curtain, and receiving directions to exit. Leaving during the performance is exceedingly distracting for both the performers and members of the audience. If students must leave during the performance, for any reason, re-entry into the theatre will be allowed only when there is an appropriate pause in the program. Latecomers will be seated at the discretion of the staff so as not to disrupt the performance.

•**BUSES:** Buses may line up along the curb on School Street to drop off and pick up students. Subject to availability, buses may park on School Street during the performance (with engines off,) or move to the large parking lot north of the Tack Center adjacent to the football field.

•**ACCESSABILITY:** The main entrance to the LTCA is wheelchair accessible. Please inform us at least 3 weeks in advance if you need wheelchair seating or any other special accommodations.

•**CAMERAS, RECORDERS and CELL PHONES:** The use of cameras or recorders during any performance is strictly forbidden by law. Please do not bring them to the program. Cell phones must be turned off for the duration of the program. We encourage you to ask your students not to bring cell phones with them to the theatre.

•**FOOD, DRINKS and CHEWING GUM** are not permitted in the theatre or gallery.

•**EXITING:** Schools/classrooms will be dismissed after the performance. Please exit in an orderly manner. Be sure to check around your group's seats for any personal items.

•**REFUNDS** are issued only if a performance is canceled, or your school is closed by the district administrator on the day of a show. No refunds will be given for unused seats the day of the performance.

•**STUDY GUIDES:** Most touring companies offer excellent supplementary materials to assist teachers in making the most of their students' theatre experience. Please take advantage of the study guides for all performances, available on our website.

•**ARTS ADVENTURE EVALUATION FORM:** Teacher Contacts will receive an evaluation form upon arrival at the theatre. Please complete and return the form after the performance in order to help us better serve you.

•**LUCILLE'S PALS SCHOLARSHIPS:** A limited amount of financial assistance from **LuCille's Pals** is available on a first-come, first-served basis, for schools demonstrating a need. [Scholarship Application Forms](#) are available on our website, or by calling the LTCA Box Office at 715.659.4499. The scholarship application form must accompany your completed registration form. Schools/classrooms receiving a scholarship will be determined on a case-by-case basis, and cannot be applied to a confirmed reservation.

•**AVAILABLE for DOWNLOAD ON OUR WEBSITE:**

Registration Form (PDF)

Program Brochure 17-18 (PDF)

Teacher Information (PDF)

LuCille's Pals Scholarship Application (PDF)

Theatre Etiquette (PDF)

Theatre Terms (PDF)

Links to Study Guides within individual show descriptions

We thank you in advance, for your cooperation in implementing these procedures, giving ALL audience members the opportunity to sit back, relax and enjoy the show! Questions regarding the Arts Adventure Series may be directed to 715.659.4499 or [emailed to artsadventure@lucilletackcenter.com](mailto:artsadventure@lucilletackcenter.com).