



PROCEDURES AND GUIDELINES SCHOOL MATINEE SHOWS

1. In accordance with fire code, every patron in the theatre must be counted in the 480-seating capacity. This number includes both individual seats and bleachers. Teachers, parents, chaperones, etc. must be included in this ticket count. A metered attendance count will be conducted at the theatre entrance. Morton Theatre Management will not seat any number that exceeds theatre capacity.
2. At least two weeks prior to the performance, presenters must provide Morton Theatre Management with a list of schools attending the matinee events. The list must include school names, grade levels, and total number of attendees (students, teachers, chaperones, parents, etc.) attending, for each matinee performance. The list must include an email address for each teacher and a cell phone number of an adult traveling with each class in attendance. These lists will enable staff to create seating charts and to contact busses in transit to communicate with any late arriving groups.
3. When conducting ticket sales independently, please confirm if there will be audience members with wheelchairs or special needs, so Morton Theatre Management can determine accommodations. These details should be communicated to Morton Theatre Box Office staff at least two weeks prior to the event.
4. Due to limited downtown parking, and in order to facilitate smooth traffic flow, two technicians are required to assist with the entrance and exit of buses and students for matinee events. Each technician ("bus wrangler") will be hired for a 4-hour minimum per performance day. Parking for school buses is by permit only. Bus parking will be arranged through Theatre Management with the proper authorities and must be requested a minimum of two weeks in advance of the event. Additional fees will apply.
5. When planning consecutive matinee shows, the second show must be scheduled to begin at minimum one hour after the first show has ended. This alleviates severe traffic problems, facilitates easier entry and exit of patrons between shows, and provides a buffer in case of unforeseen circumstances or delays.
6. If a school attending the performance arrives late, the performance will be held no longer than ten minutes beyond the scheduled starting time. If a school attending a performance arrives after the show has begun, Theatre staff will try to seat late-comers at Theatre Management's discretion.
7. Please inform Morton Theatre Management if any items (programs, flyers, coupons, promotional items, etc.) will be distributed to event attendees whether prior to, during, or at the conclusion of a performance.
8. To allow for safe egress and traffic management and bus parking, attending schools may be released to exit each performance through announcements made by Theatre event staff. Teachers and chaperones will be informed of this ordered dismissal process upon arrival, prior to seating.