



PROCEDURES AND GUIDELINES SCHOOL MATINEE SHOWS

1. Limit the amount of tickets sold for school matinee events to 494 seats. This number includes both individual seats and bleachers. Please do not forget to include teachers, parents, chaperones, etc. in your ticket counts.
2. Presenters must provide the Morton Theatre with a list of schools attending the matinee events no later than 2 business days prior to the performance. The lists should include the school names, grade level, number of people (students, teachers, parents, etc.) attending, and teacher contact information for each class in attendance. These lists will enable the staff to create seating charts.
3. When conducting ticket sales, please find out if you will be expecting audience members with wheelchairs or special disabilities. We ask that we be informed of any special needs guests when you turn in your list of attending schools. These guests require specific arrangements by our staff in terms of seating and parking for special needs transport buses.
4. Due to downtown parking and traffic situations, two technicians are required to facilitate the smooth entrance and exit of buses and students for matinee events. The technicians (referred to as bus wranglers) will each be hired for a 4-hour minimum per performance day. In addition, parking for school buses (as well as for presenter vehicle parking in excess of the 2-hour parking meter limit) is by permit only. Permit parking will be arranged through the theatre with the proper authorities and must be requested a minimum of 8 business days in advance of your event. Additional fees will apply.
5. When planning consecutive matinee shows we require that you schedule the second show to begin at least one hour or more 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.
6. If schools attending the performance arrive late, then the performance will be held no later than ten minutes after the scheduled starting time. This is necessary in order to avoid potential transportation conflicts with buses dispatched on other assignments during or after events. If schools attending a performance arrive after the show has begun, then theatre staff will try to seat late-comers at Theatre management's discretion.

**The Morton Theatre Staff takes a metered attendance count during each performance. Should a renter violate these guidelines, a penalty of \$10 per person over the 494-person limit will be assessed. Please note that this number does not include the spaces the theatre has for special needs seating. The Morton staff will not seat any numbers that exceed theatre capacity.*