

ARTS REACH 2014-15

To request your group's space, please email this form to: ashley.haggerty@castleton.edu by September 5, 2014. After that time we cannot accept requests. We will review your requests and send you confirmation notice of the event (or events) for which we can accommodate your group by September 15, 2014. Once you have received confirmation, please make sure the date is on your school's master calendar.

SECTION 1 - PERFORMANCE SELECTION Reservation deadline: September 5, 2014. Please complete all three sections.

SUGGESTED GRADES	PERFORMANCE	DATE	TIME (CIRCLE ONE)	GRADE ATTENDING	TOTAL SEATS REQUESTED
3rd-6th	Turtle Island Quartet: A String Quartet is Like a Family	Thursday Oct. 16, 2014	10 a.m.		
5th-8th	Koresh Dance: Styles of Dance	Wednesday Nov. 19, 2014	10 a.m.		
K-3rd	Rani Arbo and Daisy Mayhem: Ranky Tanky	Thursday January 29, 2015	10 a.m.		
3rd-6th	Thodos Dance Chicago: Connections	Monday, February 2, 2015	10 a.m.		
2nd-5th	San Jose Taiko	Wednesday April 8, 2015	10 a.m.		
5th-8th	Black Violin	Monday April 20, 2015	10 a.m.		
K-3rd	Miss Nelson is Missing	Monday May 11, 2015	10 a.m. or 1 p.m.		
K-3rd	Curious George	Monday June 8, 2015	10 a.m. or 1 p.m.		

SECTION 2 - SCHOOL COORDINATOR INFORMATION

School Name (required:) _____
 School Coordinator/contact person (required) _____
 Email (required) _____ Phone _____
 Classroom teacher(s) _____
 School Street Address _____ City _____ Zip _____
 Does anyone in your group have special seating needs? (Wheelchair, Sight, etc.) ____ yes ____ no
 Please explain: _____

SECTION 2 - SCHOOL PRINCIPAL (SIGNATURE REQUIRED)

School Principal Name (please print) _____
 School Principal Signature (required) _____
 School Principal Email _____



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ARRIVAL/DISMISSAL POLICIES

Please allow plenty of time to get here. PLEASE PLAN TO ARRIVE AT THE THEATER 15 MINUTES BEFORE PERFORMANCE TIME, as seating can take time. If you are running late please call us at 802-468-1119 so that we may try to make adjustments.

Buses should enter the parking lot from the South Street entrance and stop alongside the front entrance of the Fine Arts Center (unless instructed to do otherwise, prior to the performance). Please do not disembark until met by a Castleton College Public Safety Officer. The Public Safety Officer will work with the bus driver to arrange for bus line-up and parking. An Arts Reach staff member will greet you and your class at the front door. Please be sure to have students line-up when entering the building and let our staff member know where your group ends. An usher will lead your group to the arranged seating within Casella Theater. Arts Reach does its best to seat schools together, however if buses or groups are arriving separately, please let the staff member at the door know, so that we can avoid any confusion as other schools enter.

Once inside, please make final seating arrangements after an usher has assigned you a section, so that ushers may seat the next group. We ask that you be seated first and then make any necessary changes for your individual students afterwards.

Following the performance, departure is coordinated from the stage by an Arts Reach staff member. Buses will be called by the numbers assigned by the Public Safety Officer. Please note that buses are not always called in the order of your arrival. Please keep students seated until your school is excused. Your patience with the dismissal is appreciated.

ARTS REACH THEATER ETIQUETTE

Arts Reach recognizes that attending a performance at Casella Theater may be the first introduction to a live performance for many of your students. As part of the audience, your students play an important role in the atmosphere of the production. Please remind your class that everyone will have an especially wonderful time by remembering their theatre manners.

Here is how students can help:

- It is important to remain seated throughout the entire performance.
- Restroom visits are best made before the performance begins and after the show has ended.
- Food, beverages, water bottles, etc. do not belong in the theater. If you choose to bring these items, you will be asked to leave them outside the venue.
- Do not rest feet on the seats or other furnishings.
- Do not run anywhere: you and your friends can get hurt.
- Lights Out = Quiet Time. When the lights in the theatre dim to blackout, this is a signal that the show is about to begin.
- Cell Phones and other electronic devices, including photographic devices are prohibited.
Noises and lights from electronic devices are highly distracting to the performers so please make sure they are turned off.
- Give your full attention and energy to the performers. In return, the performers give it back to you with a better performance.
- Show the performers your appreciation for their efforts! When there are parts that you particularly enjoy, you should feel free to laugh and clap.

We hope you enjoy this theater experience, and that you will return, either with your class or with your friends and family to enjoy other presentations that may interest you. Your cooperation will ensure a well-focused environment for everyone to enjoy, cherish, and remember.

