

EQT Children's Theater Festival Groups Information Sheet

We look forward to hosting your group this year in the Cultural District. Please review the information sheet below before your visit. The more you tell us in advance about your group needs, the better we are able to accommodate your needs prior to your visit.

If you have any additional questions or needs please let the group sales staff know in advance by calling **412-471-6930** (before the Festival) **412-456-6666** (during Festival performance times) or email at GroupSales@trustarts.org.

Traveling by School Bus:

- Your group may arrive at the Festival at the venue of your first ticketed performance. Performance venues include the Trust Arts Education Center (805 Liberty Avenue), the Byham Theater (101 6th Street) and the Cabaret at Theater Square (665 Penn Avenue), August Wilson Center (980 Liberty Avenue), and the Outdoor Space at 7th Street and Penn Avenue. Please note, **drop off arrangements must be made in advance with the Festival Group Sales Department**. Following drop off your bus driver will be directed to park on Ft. Duquesne Blvd between 6th Street and 9th Street where they will stay for the duration of your Festival visit.
- Pick-up at the end of your Festival day will be on Ft. Duquesne Blvd between 6th Street and 9th Street, where your bus is parked. Please make arrangements with your bus driver in advance regarding a departure time from Ft. Duquesne Blvd.
- If your group has special needs or requirements, please let the Festival Group Sales Department know in advance of your visit. Flexible drop off/pick up arrangements may be made in advance to accommodate your group's needs.
- **Helpful Hint:** Have a way to contact your bus driver directly. If possible, please take your bus driver's cell phone number or the bus company's phone number with you. Be able to reach the driver in case of emergency. Label your bus. Note your bus number and place a sign in the window with your school's name. This way your group will be able to easily find them at the end of the day on Ft. Duquesne Blvd between 6th Street and 9th Street.

Traveling by Car or Public Transportation

- Prepay for parking at the Theater Square Garage. A limited number of spaces are available for advance purchase by calling the Box Office at Theater Square at 412-456-6666.
- Visit www.ParkPGH.org to find real-time parking availability at participating Cultural District parking garages.
- Public Transportation bus stops are available at multiple locations in the Cultural District. The Wood Street "T" station is in the heart of the Cultural District. Schedules and fares can be found at www.portauthority.org.
- **Helpful Hint:** Regardless of your transportation method to the Festival, please take an extra minute to see if other events may be going on in Downtown Pittsburgh on the day of your visit, which may impact your travel time.

Once You Arrive

- Detailed maps of the Festival grounds will be available throughout the Cultural District venues. These maps should also be available about a week in advance of your trip. Visit Trustarts.org/pghkids for more information.
- Crossing guards and/or volunteers should be stationed at all major intersections to assist your group.
- All theater venues are within walking distance from each other so there is no need to return to your car/bus and drive to your next venue.

Lunches

- Limited indoor and outdoor lunch accommodations are available throughout the Festival grounds on a **first-come, first-serve basis**. Please let the PCT Group Sales Department know in advance if you will be needing lunch accommodations.
- In the event of inclement weather, please inquiry with Festival staff for any day of adjustments to lunch accommodations.

- When requested in advance, lunches may be stored at the venue of your first performance where your bus drops off your group. Please let the Festival Group Sales Department know in advance if you will be bringing packed lunches that need to be stored until your group is ready to eat.
- **Please label each individual lunch and pack them in a box/container labeled with your group's name. Please note individual lunches WILL NOT be accepted without a box or container. Please have your group's lunches boxed and labeled before you leave the school.**
- The lunches will not be monitored or refrigerated and the Festival is not responsible for lost items.
- **Helpful Hint:** Ask students to bring disposable lunch containers and keep everything portable as you will be carrying left over items with you.

Ticketed Performances

- All seating is General Admission, with the exception of Partner (donor) seating. Seating is offered on a first-come, first-serve basis.
- Doors will open for seating twenty (20) minutes prior to the performance, barring any technical delays.
- Since the shows are General Admission and are typically booked to capacity, "holding" or "saving" seats is not permitted.
- All sales are final when group tickets are purchased and must be paid in full before arrival. Group payments will not be accepted on the day of the performance. Refunds will not be provided for those unable to attend at the last minute.
- **Helpful Hint:** If your group is traveling separately and you would like to sit together, please plan a specific meeting time and place before entering the theater.

Accessibility

- All Festival activities and venues are handicap accessible. ASL interpreters are available for all venues and the Byham Theater also offers audio description devices by request. Visit [Trustarts.org/accessibility](https://trustarts.org/accessibility) for more details.
- Requests must be made a minimum of 2 weeks prior to the show date and time to fulfill requests.

Weather

- All Festival indoor theater paid ticketed performances occur rain or shine. However, the Festival footprint encompasses numerous blocks and the drop off/pick up areas are not indoors. Therefore, prepare for your trip to the Festival as you would for any other outdoor excursion. Some events may be rescheduled or cancelled due to inclement weather.
- **Helpful Hint:** Check the weather before your visit to see if you need an extra umbrella or sunscreen.

Activities

- In addition to the featured ticketed performances, there are a variety of free activities, visual arts gallery exhibits, a scavenger hunt, buskers and more presented throughout the Cultural District. For a full list of performances and activities visit trustarts.org/pghkids.

Scout Patches

- 2 different Children's Festival patches are available for Scout Groups in attendance. Orders must be placed in advanced for scout patches. Please contact the Festival Group Sales department for more details or to place your order.