

ADDITIONAL INFORMATION FOR TEACHERS

Performance Location: 4617 Montrose Boulevard, Suite 100, Houston, Texas 77006

MST is located just north of the Museum of Fine Arts in the Museum District. Main Street Theater has two locations – make sure your bus driver takes you to the one on MONTROSE.

PLEASE MAKE SURE THAT YOU SHARE ALL NECESSARY INFORMATION WITH ALL YOUR PARENTS/CHAPERONES/TEACHERS.

By signing the Booking Contract the school is agreeing to all of the information on this addendum.

WHEN YOU ARRIVE

Have your buses pull up in front of the theater. Do not unload. A YT representative will come out to let you and your drivers know what to do. Then have one representative from the school come into the theater to check in. Even if you have paid your balance in full you need to check in. Seating is on a first come, first serve basis. This is based on the school that checks in first **not** that arrives first. In order to be first to be seated the whole group must have arrived. Seating does not begin until the whole group has arrived.

If a school is running late we will try to hold the performance for 5 minutes. After the show begins it is up to the discretion of the house manager to seat your school. Schools that arrive more than twenty minutes into the show will be asked to re-schedule. Payment will not be refunded for schools that arrive late and cannot see the show.

CHECK-IN

Full or partial payment is required three weeks before the performance. If a balance is due it must be paid at the time of check-in before the performance. **THERE ARE NO PRICE ADJUSTMENTS AT THE DOOR.** Please read your contract carefully. Each school has up until one week before the performance to decrease your ticket reservation. If your school qualifies for a refund it will be mailed after the performance has been attended. Unfortunately, due to abuse of this policy we cannot issue a refund or decrease your reservation for students who are absent on the day of the show. This policy is standard for all schools please do not arrive at the door and ask for an exception.

Payments can be made by check (payable to Main Street Theater), credit card (American Express, Visa, MasterCard) or cash (exact change please). Purchase orders are not accepted.

Each school will receive a receipt for the performance payment with their final confirmation.

ENTERING THE THEATER

A YT representative will guide your students from the bus to the courtyard to line up. All schools will line up in the courtyard before the performance unless it is raining. If it is cool weather please remind your students to bring proper outer wear. We will lead your school into the theater in a single file line. Seating begins no earlier than 20 minutes before show time. Due to our recent renovations, the restrooms are now located in the lobby and are available before and after the performance. Please have students use the restroom **BEFORE** the performance starts or **AFTER** it ends and not during the show.

If the previous performance started a little late or is running long it might necessitate seating a little later than expected. Please be patient. All schools will get in to the theater and have the opportunity to use the restroom before we start the next performance.

The theater is set up on 3/4s of the stage in four sections. It is a very intimate space and all seats are good. Our larger schools will not all fit into one section. Please be advised that we cannot leave any seats empty and might have to split up a school or class into another section. Each section is in close proximity to the others and teachers need to be understanding of this situation.

The YT removes some of the permanent seating depending upon the production. Please be advised that some of the seating will be carpeted platforms or the floor.

SCHOOL BUSES

Due to highway construction in our area there is limited parking in our lot. After the students have exited the school bus our constable will direct all school buses to a parking lot across the street from the theater. Shortly before the performance ends, the constable will bring the buses back over from the remote parking lot so the students can load up in front of the theater.

If a school arrives earlier than 40 minutes before show time the buses will be escorted to the remote parking lot to wait until the appropriate time to return and unload. Please be aware that there is no place to wait at the theater before 40 minutes before show time. Buses cannot sit in front of the theater as it blocks the entrance to the center.

CARPOOLS OR SCHOOL VANS

Caravans of cars and school buses should enter the parking lot from the Montrose entrance and park in the back. Have your students unload and proceed to the entrance of the theater. Students will be directed to line up outside along with the other schools. Upon leaving the theater, caravans should exit out the back exit of the parking lot on to Chelsea Street. DO NOT use the Montrose exit as it gets congested with all the school buses and blocks the flow of traffic.

DURING THE PERFORMANCE

We do not allow chewing gum, food or drinks inside the theater. Please have your students dispose of these items before entering the theater. Students may leave their lunches on the school bus or in the theater lobby. Please utilize the restrooms before or after the performance and have everyone remain seated for the duration of the show. The aisles are used for entrances and exits and by law may not be blocked by people standing to watch the show.

MSYT wants each and every patron to enjoy the show. Please remind your students of proper theater etiquette during a performance. If we notice inappropriate behavior such as throwing food or other items onto the stage we will stop the performance and ask the whole school to leave without a refund. This is very dangerous and we take it very seriously.

As a courtesy to the actors and the other patrons, please remind all of the adults attending with your school that we do not allow children under the age of 3 into the theater. This includes sleeping babies.

Photography and videotaping are not allowed during the performance due to our contractual obligations. Schools will have an opportunity to take a group picture of the cast after the show is over. Unfortunately, we cannot allow students onto the stage for photos. Autographed books by the cast are also available as souvenirs if ordered in advance. Books without autographs are also available at the door.

LEAVING THE THEATER

After the performance and question and answer time is over, a YT representative will dismiss each school. Please have your students remain seated until that time. We do not like to mix schools so please be patient as we guide each school out individually. If you would like your school to use the restroom before getting onto your bus please tell the representative and she will let you know what to do.

GENERAL INFORMATION

Make sure you have read your contract and understand all of the policies before attending the performance. Please share our policy information with any parents or teachers who accompany your group.

MSYT has a zero tolerance for drugs and/or alcohol. Any student caught with an illegal substance will not be admitted into the theater!

MSYT cannot sell individual tickets to parents and chaperones. If your school chooses to invite parents to attend the performance please include them in your number count and notify the theater in advance. **Please do NOT ask parents to call the theater.** All monies due the theater from parents need to be collected by the school representative and turned in with the school balance.