

# Important Field Trip Information



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**Web:** [www.villagepiedpiper.org](http://www.villagepiedpiper.org)

**Mail:** 2710 Wetmore Ave, Everett, WA 98201

## Confirm Your Reservation Now:

- Please confirm the **date**, **time** and **location** (venue) of your school performance reservation as it appears on the enclosed contract.
- **Make sure you have an accurate count of seats** – each student, teacher, chaperone and child over one year of age must have a seat.
- **Sign and return your contract**, along with a purchase order or appropriate payment, **within 15 days** of receipt, to guarantee your reservation. **Scholarship requests should be made at this time.**
- **Please retain a copy of the contract for your records**, and bring a copy with you to the show to serve as your “ticket” to the performance. Follow payment/deposit directions on your contract. Please remember that once contracts are signed and returned, **sales are final**, and the number of seats you are invoiced for will not be reduced, regardless of absences.
- If you require **wheelchair seating**, or have other **special needs**, please notify our office as soon as possible. We have assisted **listening devices** available for patron use.



## Preparing Students:

- Performance **Study Guides**, book lists, and other educational resources are available at the Village Theatre website, [www.villagepiedpiper.org](http://www.villagepiedpiper.org). These links are a wonderful way to prepare students for the experience, and also to help you to **fulfill EALRs**.
- Theatre is **NOT** just what's happening on the stage, it's the combined energies of actors, technicians and audience. Help your students understand that when attending a live theatre production, **THEY** are valuable part of the performance... theatre is not theatre without an audience.
- While preparing your students for this field trip, we encourage you to let them know that applause, laughter, tears, and other responses to what is happening on stage are very appropriate. Noises such as talking to a neighbor (even at a whisper), rude comments or sounds, and excessive movement are distracting to other audience members, as well as to the actors. Clapping at the end of the performance is a common courtesy, and shows appreciation for the effort that went into the production.

## On the Day of the Show:

- Check the **DATE & TIME** of your performance. Refer to your copy of the performance contract to confirm the date & time of the performance you are attending.
- **VERIFY THE LOCATION OF THE PERFORMANCE** on your contract and be sure that accurate information has been given to your district's transportation department or parent drivers.  
**Pied Piper has multiple locations for performances** (including two different venues in Everett).
- Plan to **arrive 20-30 minutes prior** to your performance start time. Anyone arriving after the show has started will be seated at the discretion of the house manager.
- All performances are approximately one hour in length and have no intermission, with the exception of *Take Me America*, which runs approximately 1 ½ hours, with no intermission.
- Plan to eat before or after the performance, **as no food or beverages are allowed inside the theater**. There are parks and other public areas near most of the venues. A list of these can be found at our website. Concessions are not sold during school performances.
- **Please do not bring payments to the show.** The box office is not open during Pied Piper school performances. Please make all payments via mail (check) or phone (credit card).



## Theatre Locations, Bus Drop-off and Parking:

Detailed parking information, driving directions and venue information, including street addresses and maps, are available at our website: [www.villagepiedpiper.org](http://www.villagepiedpiper.org)

### Bus Drop-off:

- **Everett Civic Auditorium at Everett High School (2415 Colby Avenue):**

Busses may drop off students northbound on Colby Avenue in front of the main doors. Busses should pull forward and angle out toward the street. Busses may drop off students around the corner on 24<sup>th</sup> or on the Wetmore Ave. side of the building in the designated bus load areas. For student safety, there is No Bus loading/unloading on the west side of Colby (Main Campus Building side of the street).

- **Everett Performing Arts Center (2710 Wetmore Avenue):**

Busses drop off students on the east side of the building on Wetmore Ave. To facilitate drop off, busses are encouraged to proceed toward the south end of the block on Wetmore into the pullout, slightly past the Everett Performing Arts Center. Busses should keep the fire lane access alley directly in front of EPAC clear.

- **Meydenbauer Center (11100 NE 6<sup>th</sup> Street):**

Busses drop off students on NE 6<sup>th</sup> Street in front of the main doors (south side of the building). Busses should pull as far forward as possible, and students should proceed up the stairs to the theatre entrance. (Please do not use the Convention Center entrance). This area is a load/unload only, and busses may not stay parked here during the performance.

- **McIntyre Hall (2405 E College Way):**

Busses load and unload in the round-about at the front of the main entrance to the theatre.



### When You Arrive at the Show...

- **Please have an adult check in** with the theatre staff as your students unload from the bus.
- **Each group has a seating assignment!** Please allow the ushers to direct students and chaperones to their seats. If it is necessary for your group to rearrange seats or use the restrooms, please wait until the entire group has been seated before moving about.
- The Equity Actor's Union does not allow any type of photography, video or audio recording inside the theatre. Please keep all cameras and recording devices (including cell phones) turned off and put away during the performance.
- Text messaging and cell phone use are prohibited during performances.

### How to Contact Pied Piper

- The Pied Piper staff can be reached at **(425) 740-5035 ext. 106**, or by email: [piedpiper@villagetheatre.org](mailto:piedpiper@villagetheatre.org).
- **If you need to reach us during a performance due to an emergency or bus delay, the Pied Piper number, (425)740-5035 ext. 106, will be forwarded to the Program Manager Erica Weir's cell phone.**

*WE LOOK FORWARD TO SEEING YOU AT THE SHOW!*