

Orpheum Theatre Interactive Field Trip Policies and Procedures 2021-2022

Registrations: School groups grades K-12 can register by calling Verity Hwang at (901) 529-4242 or emailing hwang@orpheum-memphis.com. There is a maximum of thirty (30) students per school classroom. Registrations can be edited up until 4 weeks before the field trip.

Orpheum Covid Action Steps:

Regardless of vaccination status, all OTG staff, students and guests will abide by the following during Interactive Field Trips:

- ❖ Everyone is required to wear a mask that covers both the nose and mouth at all times during the field trip.
- ❖ Everyone should wash their hands often with soap and water and/or use hand sanitizer if soap and water are not available.
- ❖ Physical contact among all participants and staff will be kept to a minimum.
- ❖ OTG will clean high-touch areas, equipment, and surfaces throughout the day.
- ❖ OTG will continue to monitor local government and CDC policies and recommendations for the safety of its employees, students, and guests, and reserves the right to adjust policies as determined

Pricing: Broadway Basics - \$200 per classroom (max. 30 students)

Stepping Into the Story - \$200 per classroom (max. 30 students)

- ❖ One complimentary teacher admission will be provided for every fifteen (15) students.
- ❖ For Special Education classrooms, one complimentary teacher admission is provided for every ten (10) students.

Payment: A 20% non-refundable deposit is required within sixty (60) days of the date of the field trip to hold the reservation. Full payment is due four (4) weeks prior to the date of the field trip. Payments can be made by credit card, cash, check, or cashier's check and be paid to "The Orpheum Theatre Group". Payments go directly to the Education and Community Engagement Department and do not go through the box office. Specific information will be included in the invoice and registration confirmation.

Refund Policy: All deposits are non-refundable. The balance payment is not refundable if a group decides to cancel. Refunds will only be issued if The Orpheum cancels an event. The Orpheum follows Memphis Shelby County Schools' inclement weather policy, e.g. if Memphis Shelby County Schools close for inclement weather, The Orpheum will reschedule any field trip on that day.

Arrival: We start promptly at 9:00am and suggest guests plan to arrive between 8:45-8:55am. All classes will be held in the Halloran Centre for Education (next door to the Orpheum Theatre) at 225 S. Main Street. Our education staff will meet the group in the lobby.

Accessibility: The Orpheum Theatre Group strives to make the arts available to everyone. We offer many services for patrons with special needs. During registration, please indicate any accessibility arrangements your group will require (i.e. wheelchairs, listening devices, ASL interpreter, etc.). Contact Verity Hwang at hwang@orpheum-memphis.com or (901) 529-4242 with any questions.

Parking: Buses can park on Main Street in front of the Halloran Centre or Orpheum Theatre. For those arriving in cars, The Orpheum suggests parking in the MLGW parking garage (which will charge a fee) located on the corner of MLK and Front St. (entrance on Front). Several pay-lots do not allow business-day parking and will ticket or tow cars on their lots. Please note The Orpheum Theatre Group does not validate or reimburse for parking.

What to Wear: We suggest that students and participants wear closed-toe shoes and breathable clothing that is easy to move in.

Chaperones: One to two teachers will be admitted per class. Each adult will need to sign in and receive a nametag upon entry.