



## **Interactive Field Trip Policies and Procedures 2024-2025**

**Registrations:** School groups grades K-12 can submit a booking inquiry for a 2024-2025 Interactive Field Trip by completing a registration form [here](#).

**Pricing:** 2024-2025 Interactive Field Trips are priced by the number of classrooms (max. 35 students) booked. Each classroom registration of \$300 (or \$250 for Title I schools) for an Interactive Field Trip covers the admission of *up to 35 students*. Additional student attendees will be charged accordingly. *Please note, the maximum number of students we are able to host for an Interactive Field Trip varies based on a number of factors, including staffing and space availability. The Orpheum Theatre Group reserves the right to set the maximum capacity number for any Interactive Field Trip at registration based on these varying factors.*

**Chaperones:** Teacher and school support staff admission will be complimentary. We typically encourage 2-4 adults (teachers and other school staff) attend per classroom. In order to provide the best interactive experience for students, additional chaperones (parents, caregivers, family members, etc.) will be asked to wait in the Halloran Centre lobby for the duration of the Interactive Field Trip.

**Payment:** A 40% 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. In the instance that deposits or full payments cannot be made prior to the deposit due date or the reservation date, please notify Verity Hwang at [hwang@orpheum-memphis.com](mailto:hwang@orpheum-memphis.com) to discuss alternate options to secure your reservation. Payments can be made by credit card, cash, check, or cashier's check and be paid to "The Orpheum Theatre Group attn. EDUCE". 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. Once paid, the balance payment is not refundable if a group decides to cancel or is unable to attend for any reason. If a group is unable to attend, best efforts will be made to reschedule to an alternative date, subject to staffing and space availability. 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 the scheduled start time but encourage school groups to plan to arrive between 5-15 minutes before the start time. All classes will be held in the Halloran Centre for Performing Arts & Education (next door to the Orpheum Theatre) at 225 S. Main St, Memphis, TN 38103. Our Education and Community Engagement Department staff will meet the group in the lobby upon arrival.

**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](mailto:hwang@orpheum-memphis.com) or (901) 529-4242 with any questions.



**Parking:** Buses can park on Main Street in front of the Halloran Centre. 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 comfortable and easy to move in.

**What to Bring:** We encourage students to bring their own water bottles to stay hydrated through their Interactive Field Trip. Please note, only water is permitted and there is a water fountain available for refills. Should you wish to provide a snack for your group, please let us know so we can plan the schedule accordingly. The Orpheum Theatre Group does not provide snacks.

All questions and concerns should be directed to Verity Hwang at [hwang@orpheum-memphis.com](mailto:hwang@orpheum-memphis.com) or (901) 529-4242.