

Performance Day Logistics

Location:

People's Light
39 Conestoga Rd.
Malvern, PA 19355

- The Haas Stage is our larger (320 seat) theatre
- It is located in the first building on the People's Light campus.
- On the day of your performance, staff will be positioned outside to watch for arrivals; we will wave you to the unloading area.

All students should stay on buses until a staff member tells you to disembark.

Timing:

Plan to arrive at People's Light at least 15-30 minutes prior to your performance start.

- Arrive at 9:30-9:45am for a 10:00am show
- Arrive at 10:00-10:15am for a 10:30am show.

This allows time for all schools to receive instructions and reminders, unload safely, find your seating area, and use restrooms if needed after your travel. Please help us to ensure an orderly and on-time start to the show.

Current estimated running time for this performance is 2 hours 25 minutes, which includes a 15 minute intermission.

A facilitated post-show discussion will take place for approximately 10-15 additional minutes following the show.

- **Departure will be approximately 12:40pm from a 10:00am show**
- **Departure will be approximately 1:10pm from a 10:30am show**

If you do not choose to stay for discussion, we ask you to let us know so we can plan your dismissal accordingly.

A revised running time will be available on Monday, November 25, following the production's official opening.

If you have any concerns about your travel or timing, please reach out to our staff.

Parking:

- Parking is plentiful and free for cars and buses.
- Accessible parking and loading zones are marked.
- Bus drivers are welcome to enter the theatre and attend the performance as seating allows.

Communication on performance day:

Performance day cell to call or text: 267-678-5364

- We ask all school groups to **provide us with a contact name and cell phone number** to reach a **staff member who will be traveling with your student group** on your field trip day.
- This helps us to communicate necessary updates in case you are in traffic or other unavoidable delays.

Food/Drink:

There are no concessions or refreshments available for purchase at school-day matinees.

- A water fountain/bottle-filling station is available in our lobby.
- If your group will bring a snack for intermission and/or lunch for afterward, please communicate in advance so we can plan an area for your group to eat in our lobby.
- **Food and drink are not permitted inside the theatre without express, advance permission.** Gum is not allowed at any time.
- On select dates, our Farmhouse facility may be available to host a hot lunch buffet for student groups in our large event space following the matinee, for an additional cost. Please inquire for more information.

People's Light Planning Checklist

_____ Confirm transportation & schedule with school

_____ Prepare field trip permissions

_____ Request Educator Preview Tickets to attend the show in advance

_____ Consult with People's Light Education staff for any questions about content or curriculum connections

(Additional production resources will be available in early November.)

_____ Schedule your classroom workshop(s), if your school is using this option

_____ Provide final headcount and any balance due by the date listed on your performance agreement.

_____ Confirm all of the following information with People's Light:

Contact name for performance day: _____

Contact's cell phone for performance day: _____

Accessibility needs for your group: _____

Will your group stay for the 15 min. post-show discussion? _____

Will your group plan to bring and eat snacks during the 15 min. intermission, or remain post-show to eat lunches in our lobby?

Reservation Questions:

Kelly Benedict | benedict@peopleslight.org | 610.647.1900 x 111

Content/Curriculum Planning:

Kathryn Moroney | moroney@peopleslight.org | 610.647.1900 x 137