Thank you for choosing Actors’ Playhouse at the Miracle Theatre!
It is our pleasure to provide entertainment for children of all ages, and we
applaud your choice to bring your classroom to one of our stellar productions!
In order to have a fun and safe show, and ensure that everyone has an enjoyable
experience at Actors’ Playhouse, we have provided a few guidelines to follow
when booking a field trip to the theatre.

Booking a field trip:
• Please go to www.actorsplayhouse.org and submit a Field Trip Request Form
• You will be contacted shortly after to confirm the final date, time of
arrival, and your group's total number of attendees.
• It is YOUR responsibility to confirm with your school/approving
personnel for permission to bring your classroom to the theatre.

Transportation:
Actors' Playhouse does not provide, or cover the costs of transportation.
Please set up buses according to your school's guidelines.

Field trip approval:
• Please review and sign your Field Trip contract with the agreed upon date
and time of your planned visit upon receipt
• Fax back all forms to (305) 444-4181 (signed Field Trip contract and/or
deposit. In lieu of a deposit, a letter of commitment printed on school
letterhead and signed by the Principal may be provided)

TO INCREASE OR DECREASE YOUR GROUP NUMBER BY AT LEAST 10
CHILDREN, YOU MUST CONTACT OUR OFFICE NO LATER THAN
TWO WEEKS PRIOR TO THE SHOW DATE.

*The group is obligated to pay the total amount of contracted seats on the day of
the performance.

*Final counts may not be decreased on the day of the performance.

When your date is secured, please make sure you have:
• Approval from your school administrator
• Transportation
• Signed and faxed back the Field Trip contract
• Confirmed number of buses you will be bringing
• Have provided the Educational Coordinator with a contact phone number
for a teacher or chaperone who will accompany the students on the field
trip.
Day of Field Trip:

- Bus drop off is on the corner of Salzedo Street and Miracle Mile at the side door entrance of the Miracle Theatre. **DO NOT DROP OFF STUDENTS IN FRONT OF THE THEATRE ON MIRACLE MILE.**
- Please number your buses with school name on an 8X10 sign placed in the front seat window by the bus door. This will avoid confusion when unloading and loading students onto your buses.
- Please arrive 30 minutes prior to the scheduled show time.
- If you will be late arriving, please call (305) 444-9293, ext. 612 after 9:00AM
- Seating is first come, first served - **NO EXCEPTIONS!**

When booking, please let us know of any disabilities or special needs, we will be happy to accommodate!

Actors’ Playhouse also requests that all teachers please speak to their students about **theatre etiquette**, and download the Student Enrichment Guide for the show you are attending. This will provide the students with some pre-show enlightenment!

**With your help we look forward to a successful, fun time with you and your classroom at Actors' Playhouse at the Miracle Theatre!**