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 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](http://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/get approval from 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.
- Return signed Field Trip Contract to us by email at educate@actorsplayhouse.org or by fax (305) 444-4181.
- Your organization’s seats will be held pending a 50% non-refundable deposit and a signed Field Trip Contract within one week of the booking.
  In lieu of a cash deposit, a formal letter signed by the school’s principal on letterhead committing to the full agreement will be acceptable.

**WE ONLY ALLOW FOR A 10 PERSON VARIANCE TO YOUR GROUP NUMBER IN REGARDS TO THE FINAL PAYMENT, AND YOU MUST CONTACT OUR OFFICE NO LATER THAN TWO WEEKS PRIOR TO THE SHOW DATE.**

**FINAL PAYMENT FOR THE BOOKING SHALL BE PAID TWO DAYS PRIOR TO THE PERFORMANCE.**
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. 110.
- Seating is first come, first served - **NO EXCEPTIONS!**

Please inform us of any accessibility requirements upon booking so that we can provide an inclusive and welcoming experience for all guests.

Actors' Playhouse also requests that teachers please speak to their students about theatre etiquette and download the Student Enrichment Guide for the show that you are attending. This will provide the students with some pre-show enlightenment and get them excited for their visit!

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