



## FIELD TRIP POLICIES

### SEATING

The Lerner Family Theatre at Imagination Stage has three seating areas: the orchestra, the balcony, and the floor. Floor seating is located directly on the floor in front of the stage (in front of the first row of seats, or Row A), and cushions are provided.

Because we serve many school groups at our shows, **seating assignments are predetermined by Imagination Stage. You may be seated on the floor or in the balcony without prior notice.** We do our best to seat groups together, but this is not always possible due to the number of attendees. Therefore, **groups may be seated in multiple sections.** Please confirm that we have the correct age, number of attendees, and any access needs that may affect seating when you pay your final balance.

### ARRIVALS

We ask that groups **arrive at the theater approximately 30 minutes** before the published start time. This is to ensure ample time for seating. Your students are welcome to bring books to read during any down time. Upon arrival, **please send one representative from the group inside to check in at the Reception Desk.** Once you have checked in, you will receive your welcome packet, and the receptionist will inform the house manager of your arrival.

### PRICING

All tickets **MUST** be reserved in advance and coordinated through the Field Trip Coordinator **to ensure seating for all attendees and the discounted field trip ticket price.** Tickets **cannot** be bought separately through the Box Office.

**School year field trip tickets are available to public, private, and home school groups.** Lerner Mainstage Theatre ticket prices are \$8 on Wednesdays and Thursdays, and \$9 on Tuesdays and Fridays (Tuesdays include a *Warm Up at Your Seat!* 15-minute pre-show workshop and Fridays include an *Ask the Actors!* 15-minute post-show Q&A with the cast). Title 1 schools are eligible for \$6 tickets on Wednesdays and Thursdays and for \$7 tickets on Tuesdays and Fridays. Additional parent or guardian chaperones are welcome to attend with each group, at the student price. Each school group receives one free ticket for each teacher and/or staff member attending. Ticket prices go up by \$1 after the show opens, unless otherwise specified by the Field Trip Coordinator.

**Playgroups such as meet-up groups and MOMs groups do not qualify for field trip pricing.** There is a special rate of \$11 per ticket for all weekday Early Childhood Theatre performances and Group Sales Pricing for all weekday Lerner Theatre performances.

**Summer, Federal Holiday, Winter Break, and Spring Break field trip tickets are available to public, private, and home school groups as well as summer camps.** Tickets are priced on a sliding scale from \$9 (Early Bird Pricing), \$11 (Seasonal Field Trip Pricing), and Group Sales pricing (20, 30, or 40% depending on size of the group). Ticket prices change with the number of groups booked. For Early Bird and Seasonal Field Trip tickets, for every 20 tickets purchased, your group receives 1 free ticket. There are no a *Warm Up at Your Seat!* pre-show workshops or *Ask the Actors!* Q&As during these performances, unless otherwise noted.

## PAYMENT

A signed copy of your Field Trip Contract *is required to confirm your booking*. The second page of your contract includes your invoice with payment amount and due date. Please refer to this for your payment due dates.

**Reservations will not be held if we do not receive a signed contract by the contract due date.**

Changes may be made to field trip reservations. We require a 50% non-refundable deposit, along with a signed contract to hold each reservation, but the final number of attendees and balance payment are not due until about 30 days prior to the performance date (please refer to the Balance Payment due date as listed on your contract), allowing for flexibility in your ticket numbers. You are welcome to decrease your ticket numbers ***before final payment is due***; however, once full payment is received, ***all sales are final***. After that time you may still increase your ticket numbers, subject to availability.

## LATE COMERS

As a courtesy to the many school groups attending each field trip performance, we make every effort to start performances at the published start time. **Late comers will be seated as soon as possible upon arrival**, but may be asked to wait until an appropriate break in the action before taking their seats. Groups arriving after the start time of the show will be seated at the discretion of the house manager to minimize disruption of the show.

## SNACKS AND LUNCH

Due to limited space, ***Imagination Stage DOES NOT offer a lunch area for field trip groups. Exceptions may be made, but must be pre-arranged.*** There are numerous [parks](#) within short distance ([one that is walk-able](#)) for groups interested in picnicking and many [restaurants](#) located nearby.

If you are interested in eating lunch at our facility following the show, please contact the Field Trip Coordinator prior to your visit with your request as potential lunch space is limited. If groups can be accommodated, this will be on a first-come first-served basis and may be seated on the floor in the gallery or outside on the terrace.

***PLEASE NOTE: Imagination Stage is a peanut-free facility.***

## INCLEMENT WEATHER

Imagination Stage no longer follows the Montgomery County Public School System Inclement Weather Policy as we are a regional organization that serves many school districts. However, on an inclement weather day, we do assess that day's scheduled groups when determining the performance status (i.e. if all scheduled schools are MCPS, and MCPS is delayed or cancelled, we would cancel our performance; if a number of our scheduled schools can still attend, than we would move forward with the performance). To find out if Imagination Stage is having a field trip performance on a day when there may be inclement weather, **please call our main phone line, 301-961-6060, after 7 a.m., and press '6' for a message detailing the status of that day's performance.**

**If Imagination Stage cancels a performance** due to inclement weather, we will reschedule your group for the next available performance date, either for the same show or the next show of your choice. **If your group is unable to reschedule** for the same or any other show of the season, **we will refund your payment in full.**

**If your group cancels when Imagination Stage has a performance**, we will reschedule your group for the next available performance date, either for the same show or the next show of your choice.

### **Field Trip Voucher Sheet Policies**

**Voucher Sheets** are *.pdf files emailed* to school or group leaders by the Group Sales Coordinator. Voucher sheets must be used to pay for field trip tickets through a school, camp, after-care program, or other group approved by the Group Sales Coordinator. Vouchers may be split up to be used on different field trip orders throughout the season of the original booking. Vouchers cannot comprise more than 50% of your ticket order. No vouchers will be given for a field trip that was partially paid for by vouchers. Voucher sheets do not roll over to following seasons, unless otherwise written. Only valid voucher sheets will be accepted.

### **Field Trip Voucher Card Policies**

**Voucher cards** are *physical cardstock vouchers* given to school or group leaders by the Group Sales Coordinator the day the scheduled field trip. Voucher cards are to be given to children who were not able to attend the day of the field trip. These voucher cards can be used on weekend performances. All children under the age of 13 must be accompanied by a paying adult to attend performances.