



## PREPARING FOR YOUR VISIT

### REVIEW OUR FIELD TRIP POLICIES

Please review our **Field Trip Policies** for important information on:

- **Confirming, changing, and cancelling your reservation**
- **Paying for your reservation**
- **Bringing chaperones**
- **Seating assignments**
- **Lunch options**
- **Late arrival**
- **Inclement weather**

### WHERE ARE YOU LOCATED?

Imagination Stage is located on the edge of downtown Bethesda at 4908 Auburn Avenue, Bethesda, MD 20814. For **directions** to our theatre, please click [here](#).

### WHERE DO WE PARK?

We have a **convenient drop-off area** directly in front of the theatre's doors. Students may be dropped off here before parking your vehicles. Please unload vehicles on the Imagination Stage side of the street so students and teachers do not have to cross traffic to reach the theatre.

For **vans or cars**, garage parking is available in the parking garage next door. Long term parking is located at the silver meters on the 3<sup>rd</sup> level and above. These meters cost only 80 cents per hour and accept quarters, dimes and nickels. Ticketing does occur, so please make sure you are covered for at least 2 hours of parking to be safe. **Bus parking is NOT** available on the premises and is therefore the responsibility of each driver. Metered street parking is generally available to those bus drivers who would like to park (\$2.00 an hour at the blue meters).

### HOW LONG IS THE SHOW and WHAT TIME DOES IT START?

Our Lerner Theatre shows generally run 60 to 75 minutes and Early Childhood productions are 45-60 minutes; neither has an intermission. To find out the length of the show you are attending, please inquire after the show has opened. Performance start times vary depending on the day of the week; they can be found on our [website](#), in our field trip brochure and on your contract.

### WHEN WILL WE RECEIVE OUR TICKETS?

We do not use paper tickets for field trip groups. Instead, please send one representative inside to the Reception Desk to check in. Please keep your students on the bus until you are asked to unload by someone from Imagination Stage.



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### WHAT IF ONE OF MY STUDENTS IS SICK ON THE DAY OF THE PERFORMANCE?

We offer show vouchers for students absent on the day of the field trip. Each voucher entitles the absent student to free entry **into a show that season** with a paying adult. Please provide the Field Trip Coordinator with a list of students that were unable to attend to receive the vouchers.

### WHAT SHOULD I BRING WITH US TO THE THEATRE?

Our theatre tends to be chilly, so students are encouraged to bring a light sweater or sweatshirt.

We ask groups to arrive 30 minutes prior to the performance to allow ample time for seating. On occasion this may mean a short wait between arrival and show time. Your students are welcome to bring books to read during any down time.

### HOW CAN I PREPARE MY STUDENTS FOR THE SHOW?

We offer a free online study guide for each of our Lerner Theatre shows. These can be found at <http://imaginationstage.org/shows-a-tickets/field-trips>. Each Lerner Theatre show is also based on a children's book or folk tale, so familiarizing your students with the original story is helpful and gives students a chance to compare the story from the book to the stage! For many students this may be their first experience with live theatre. Our Theatre Etiquette for Young Audiences is a great way to prepare them for the differences between live theatre and a movie or school assembly.

### ARE SOUVENIRS AVAILABLE?

The welcome packet you receive when you arrive will contain bookmarks and KidsGrams for each child to take home with them (September-May field trips only). Additionally, our gift shop carries show-appropriate toys and books, and a number of items are under \$5. If ordered in advance, souvenir items may be purchased for each student in your group. Just Imagine: The Shop at Imagination Stage may be contacted at 301-280-1680 or [boutique@imaginationstage.org](mailto:boutique@imaginationstage.org). Or if you would like your students to have an opportunity to visit the shop after the show, please contact the Field Trip Coordinator prior to your visit. Students in the shop must be accompanied by a teacher or chaperone at all times.