



RiverPark Center ATK Matinee Protocols

1. Tour shows are booked based on availability, name recognition, connections to curriculum, and artistic/cultural merit.
2. Links to reserve seats are online at www.riverparkcenter.org/matinees
3. Each seat is \$6 for everyone including teachers and chaperones.
4. Financial aid is available.
5. There are two performances for each show. One at 9:15am and the other at 11:30am.
6. Because there are so many teachers making reservations at the same time, instead of confirming each reservation, you are informed only if the show you've selected is sold out so you can reschedule.
7. A week before each show, study guides are sent to the teachers who reserved seats for that show.
8. I make a seating chart. Seating is determined by a few factors: age of the class (PreK and K sit on the ground level if possible), keeping everyone from the same school together, and first to sign up.
9. On your arrival, we ask that everyone wait in their bus until they are instructed to enter RiverPark. Usually this will not happen until you are one of the first two buses at our front doors.
10. You will be greeted on your bus by an RPC representative and given a slip of paper with your bus number on it. You will need this slip at the end of the show as we dismiss schools individually by bus number.
11. Inside, you will be shown to your seats by a RiverPark employee or volunteer.
12. Everyone enjoys the show, taking care to be respectful of all those around who are trying to have a fun and educational experience.
13. At the end of the performance, everyone remains seated until their school and bus number are called. Then an employee or volunteer will escort you to the proper exit door. Dismissal is often complicated due to the sheer number of kids, so your patience and understanding are essential.
14. Lunch space is available but limited, so we hold that space for schools that must travel a long distance to attend a performance. Your school must reserve lunch areas ahead of time.

