



Every year, The Bushnell brings some of the finest theatrical performances for young audiences to Connecticut. The mission of Bushnell Children's Theater is to connect your school's curricula to the performing arts, opening doors of imagination and enrichment.

### Ordering Tickets / Payment

- All school group tickets must be ordered by mail, fax or e-mail using the order form. You will receive confirmation upon receipt via e-mail. Seats can only be reserved with the completed order form and payment.
- In figuring the number of tickets you need, be sure to count your teachers and chaperones. The Fire Marshall's regulations require that every patron, including infants being held, requires a ticket. Once the seating chart is determined, it may be impossible to seat additional guests with your group.
- For every 20 tickets purchase, one free ticket is granted.
- Make your check payable to "The Bushnell". Credit cards are also accepted. The non-refundable deposit of 50% must accompany the order form. We often have a waiting list of schools. Therefore, to ensure that your seats are not released, payment in full is due 3 weeks prior to the performance date.
- Send your payment, along with the order form, to The Bushnell Children's Theater, 166 Capitol Avenue, Hartford CT 06106. Keep a copy for your records; this is your receipt. If using a credit card, orders will be also accepted by fax at 860.987.6080 or e-mailed by scanning the form to [groups@bushnell.org](mailto:groups@bushnell.org). Phone orders are not accepted.
- Refunds are not available.

### Seating / Tickets

- Seating will be determined based on: (1) special needs; and, (2) the date on which the order form is received. Booster seats are not available.
- Unless you are a home-school ordering a small number of tickets, you will not receive actual tickets. Bushnell staff will seat you by groups.

### Special Needs

- If any of your guests – students, teachers, or chaperones – have special needs, be sure to note that in section 2 of the order form.
- If you are ordering tickets for more than one show and the special needs of your guests vary according to the show, please use a separate sheet to note the special needs per show.

### Busses

- We will arrange for parking meters along Capitol Avenue and Buckingham Street to be restricted, making it easy for your busses to park.
- Instruct your bus driver to park the bus first, then have the students walk to The Bushnell. This helps us avoid two problems:
  - Pre-show and post-show traffic jams on Capitol Avenue
  - Confusion when students look for their bus

If your bus is carrying an individual with special needs, instruct the bus driver to stop at the brick courtyard on Capitol Avenue and drop off only the special-needs individual, along with a chaperone. The bus should then proceed to one of the bagged meters and park. The other students should then walk to the theater.

- In the excitement of attending the theater, it can be easy to forget where your bus is parked. Please make a mental note of where your bus is parked.

### Entering the Theater

Performances start on time. Doors open 30 minutes prior to curtain.

- To ensure an optimum experience for all audience members, please arrive at least 20 minutes early. Bushnell staff members will be posted outside the theater by the brick courtyard on Capitol Avenue. Let one of them know which school you represent.
- Once inside the theater, ushers will direct you to your seats.

### Theater Etiquette

- We want everyone to enjoy the performance. In consideration of all audience members – and the actors – disruptive students may be asked to leave. Consider the student/teacher ratio when placing your order.
- Please, no photos during the show. No chewing gum, food or drink is allowed.

### Leaving the Theater

- An orderly exit helps ensure safety and avoids delays. With that in mind, please instruct your students to remain in their seats at the end of the performance. A Bushnell staff member will dismiss students by school.

### Study Guides

- Every show on this year's roster will offer a study guide. Refer to our website, [www.bushnell.org](http://www.bushnell.org) for links.