

# Matinee Day Instructions

Performance: *The Phantom Tollbooth*  
Date: **Tuesday, January 29, 2019**  
Time: **10:00 a.m. – 11:00 a.m.** (approx.)  
Location: Sandler Center for the Performing Arts  
201 Market Street, Virginia Beach, VA  
(757) 385-2535

## ARRIVAL

Please plan your arrival for between 9:35 a.m. and 9:45 a.m. Please be seated no later than 9:50 a.m. If you arrive late, you will be seated as soon as possible.

## TICKETS/SEATING

- **Seating for this performance will be assigned in blocks.** Please arrive early enough for your group to be seated, and make any special seating assignments with your students before you enter the building.
- **You will enter the building through the main entrances located on the outdoor performance plaza.** Please let us know if you have any special seating requirements. Staff will assist you when the buses park, and inside the Sandler Center ushers will be available to assist with seating by taking you directly to your assigned sections.

## DIRECTIONS TO THE SANDLER CENTER FOR THE PERFORMING ARTS

The Sandler Center is located at 201 Market Street in the Town Center of Virginia Beach by Independence Blvd. exit (Exit 17B) off of I-264 on the south corner of Independence Blvd. and Bank Street.

## BUS PARKING

Arrive on Independence Blvd. heading north and take a right on Bank Street. Buses will be directed by hired authorized traffic personnel to park and then unload students on Bank Street. We ask that buses park as directed by staff on site; often this requires hugging a curb or pulling up tight to another bus. We have multiple buses to park and unload in limited space. Buses should remain parked in their designated space during the performance. We encourage bus drivers to stay with the bus during the performance with engines turned off. We prefer that engines don't idle for more than 5 minutes. **\*\*For the safety of all students, upon your arrival please ask that everyone remain on your bus until requested to unload by Sandler Center staff.\*\*** We will be unloading the buses safely and in an orderly fashion. We will get everyone in and ask for patience during this process. Upon departure students will find their buses where they were dropped off since they haven't moved. **\*\*Please DO NOT move your bus until directed to do so by staff. It's critical for student safety that buses are checked and cleared before they start moving.\*\***

\*\* Teachers: Please ask for your bus driver's cell phone number so that you will be able to reach him/her if you need to do so.

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## SPECIAL NEEDS/ACCOMMODATIONS

If you have any students or adults attending who require a wheelchair or other special needs, please contact Christine Layne at (757) 754-6402 or [clayne@sandlercenter.org](mailto:clayne@sandlercenter.org) in advance of the show. Your bus may be asked to instead park and unload off Commerce Street on the other side of the Sandler Center next to the Westin. If you don't speak up, you could get stuck amongst other buses that aren't moving and there is no guarantee that we could move you at that point.

## PRIVATE VEHICLE PARKING

All private vehicles must park in city lots. Below is a list of free parking lots within walking distance of the Sandler Center:

- **The Westin Parking Garage** – Entrance off Market Street.
- **Armada Hoffler Tower Garage** – Entrance off Town Center Drive and Central Park Avenue. When exiting the garage, use the South Elevator that leads directly to the lobby and out onto Central Park Avenue.
- **Dick's Sporting Goods Garage** – Adjacent to Dick's Sporting Goods located on the corner of Independence Blvd. and Columbus Street.

## DEPARTURE TIMES

The performance is scheduled to end at 11:00 a.m. Please remain seated until the performance is complete. Students should proceed out of the Sandler Center as directed by Sandler Center staff. Students should return to their buses where they unloaded. **All buses are to remain in their spot until directed by Sandler Center personnel.** Staff will be on hand to direct traffic and dismiss all buses.

**\*\*We appreciate your cooperation with our ushers to clear the building in a quick and orderly fashion. We also ask that you try to get your children counted and loaded on buses as quickly as possible.\*\***

**If your bus is running late on the day of the performance, please call the Sandler Center at (757) 385-2555.**

**\*NO PHOTOGRAPHY, FLASH OR OTHERWISE, WILL BE PERMITTED DURING THIS PERFORMANCE.\*** However, archival photography of the audience may be taken at this event. **Please inform Christine Layne if you have a student within your group that cannot be photographed for any reason.**

## QUESTIONS

Please direct all questions on matinee preparations, bus parking, and access to Christine Layne at (757) 754-6402 or [clayne@sandlercenter.org](mailto:clayne@sandlercenter.org).

