

# BALLET ARKANSAS

BEAUTY IN ACTION

23|24 Season  
Student Matinee Policies  
\*All policies are subject to change  
Policies update 1/15/24

Student matinee performances are for K-12 students of public/private/homeschool groups and their educators. All attendees are required to be 5 years of age or older. Organizations that do not fit into these categories may purchase tickets for public performances at a group discount. Please contact [tickets@balletarkansas.org](mailto:tickets@balletarkansas.org) to learn more about group rates.

## **Reservation Process**

1. Review the policies below.
2. Make a reservation for one, or multiple performances.
3. Look out for an email from Ballet Arkansas, confirming that seats are available to confirm your reservation request. This email will include an invoice and payment details.
4. Once your reservation numbers are final, mail a check or request an electronic invoice to pay online. Make sure to mark the final reservation deadline on your calendar.
5. Review arrival details for your selected performance(s). Tickets are not exchanged for student matinee performances.

## **Reservations**

All reservations must be made by an educator and/or representative of the school or homeschool group/co-op. All reservations must meet the minimum requirement of 10 attendees, following all student/educator ratio requirements. If the representative will not be present at the performance, the representative is required to provide the contact information of the individual who will be the representative on site the day of the performance to [education@balletarkansas.org](mailto:education@balletarkansas.org) at least 72 hours in advance of the performance.

## **Homeschool Groups**

Homeschool groups should register as a group/co-op, with a minimum of 10 attendees per group. There should be one main contact per homeschool reservation, who is responsible for all correspondence with group members regarding group order, group name, additional tickets and school group policies. The homeschool representative must present a copy of their State Approval Letter or Notice of Intent before reservations will be confirmed.

## **Reservation Deadline**

A minimum of 2-3 weeks prior to the performance. Exact dates are listed on the registration form for each production. To request a change to your reservation, please email [education@balletarkansas.org](mailto:education@balletarkansas.org) and a staff member will be in touch to let you know if a change is possible. Ballet Arkansas cannot guarantee it will be able to accommodate changes to attendance numbers. Reservation changes may not be possible following the reservation deadline due to security purposes and seating chart finalization, and reservation change fees (\$15 per change) will apply following the reservation deadline, if approved. Late reservations will incur a \$25 late fee, if approved.

### **Payment and Postmark Deadline**

A minimum of 1-2 weeks prior to the performance. Exact dates are listed on the registration form for each production. An electronic invoice with associated late fees will apply following the payment deadline in order to maintain your reservation. A 3.5% credit card processing fee is applied to all electronic payments. Payments will not be accepted at the performance.

### **Educators/Adult Chaperones**

All students must be accompanied by at least 1 educator/chaperone per 50 students, and there may not be more than 1 educator/chaperone per 5 students. Homeschool groups may have a ratio of 1 educator per student. Ballet Arkansas shall have the right to request additional information for adult chaperones, and to verify credentials and affiliation with attending groups. Student matinee performances are not designed to accommodate additional parties, including parents of students, children of chaperones, children under the age of 5 years old, or the general public. Student matinee seating is reserved to ensure k-12 students across Arkansas have access to world-class dance performances and educational opportunities.

### **Cancellation**

Student matinee reservations are non-refundable after the reservation deadline. Payment will be due in full for reservation numbers at the time of the reservation deadline, regardless of cancellation.

Please contact [education@balletarkansas.org](mailto:education@balletarkansas.org) or call us at **(501) 223-5150** if you have a question about the reservation process.

### **Theater Etiquette**

- All attendees shall be subject to the health & safety policies of Ballet Arkansas and the theater, and shall be expected to fully comply with these policies at all times, without exception.
- Students should be reminded to stay with their group and walk, not run, while inside the theater.
- After being seated, students shall be expected to keep their feet off of the backs of chairs.
- Prior to the start of each performances, students may talk quietly to those around them.
- Once the lights dim and the performance begins, student should avoid talking.
- Applause is welcomed at the completion of each scene, and students may applaud respectfully whenever entertained. Screaming, shouting, and whistling at performers is discouraged.

- Cell phones and other electronic devices should not be used in the theater for the enjoyment of all patrons and the safety of all performers.
- The taking of photography, videography or audiotapes of Ballet Arkansas performances is strictly prohibited.
- Ballet Arkansas reserves the right to remove disruptive parties from the auditorium.
- Students and adults should wear whatever they are comfortable in to attend the performance. Building temperatures may fluctuate so please advise students to be mindful of their comfort level. Please remind your students to check their surroundings before leaving the building to avoid any lost articles.
- Coat check is not available for student matinee performances.
- Food, beverages and gum are not allowed in the theater during student matinee performances. Please advise students to leave food and beverage items on the bus or at school.

### **Late Arrival**

If your group is running late, please notify Ballet Arkansas as soon as possible by calling 501-223-5150 and leaving a voicemail if we are assisting other patrons. Ballet Arkansas strives to begin on time and may not be able to accommodate late arrivals. We do not issue refunds for late arrivals or absent guests.

### **Travel Details | UA-PTC Center for Humanities and Arts (CHARTS) Theater**

#### Location

3000 West Scenic Drive, North Little Rock, AR 72118

#### **Arrival by Bus**

1. Please plan to arrive at the performance location at least (30) minutes prior to the performance to check-in and receive seating arrangements.
2. Please place a large sign, identifying your school, in the front right window of the bus. This helps staff expedite the arrival and departure process.
3. Please use the street level double door entrance located at the front of the building. Do not use the side entrances.
4. Once your bus is parked in front of CHARTS, a member of our team will meet you at your bus to greet you and direct you to the check-in table inside the CHARTS lobby. Please leave all backpacks, large bags, and other personal items on the bus.
5. At check-in, group representatives should be able to provide the exact count of the number of students/educators/chaperones present, as well as the names of anyone arriving separate from the group. Group representatives will be provided with seating assignments and ushers will assist each group with finding their assigned seats once the doors to the auditorium have been opened. Your entire group, including chaperones, must be present before being seated together in the theater.
6. Once your group is seated, those who may need to visit the restroom may go back out to the lobby in small groups. Restrooms are located on both levels. Students must be accompanied by an adult when using restroom facilities.
7. At the completion of the show, Ballet Arkansas staff will release groups to exit the theater. Please ask your group to remain in their seats until their dismissal, and please

make every effort to keep your group together while you quickly and safely proceed to your bus as your group is called.

## **Bus Driver Arrival Instructions**

Upon arrival, please use the street level double door entrance located at the front of the building. Do not use the side entrances. Once you have dropped your group at the CHARTS Theater, stay in the bus line, but continue to pull forward as the bus in front of you pulls forward. You will be turning right to enter the side lot. Buses will be parked in the side lot parking area IN THE ORDER OF THEIR ARRIVAL. Buses should return to the drop-off/pick-up lane (10) minutes prior to the end of the performance to be ready for group pick up. Once your students and chaperones have settled aboard, you are free to depart the area.

## **Directions**

[Directions to the UA-PCT CHARTS NLR campus](#)

[Google Maps](#)

[UA-PTC CHARTS NLR campus map](#)

45th Anniversary Swan Lake  
Travel Details | Robinson Center

## **Location**

426 West Markham Street, Little Rock, AR 72201

## **Arrival by Bus**

1. Please plan to arrive at the performance location at least (30) minutes prior to the performance to check-in and receive seating arrangements.
2. Please place a large sign, identifying your school, in the front right window of the bus. This helps staff expedite the arrival and departure process.
3. Once your bus is parked in front of Robinson Center, a member of our team will meet you at your bus to greet you and direct you to the check-in table inside the main level lobby. Please leave all backpacks, large bags, and other personal items on the bus.
4. At check-in, group representatives should be able to provide the exact count of the number of students/educators/chaperones present, as well as the names of anyone arriving separate from the group. Group representatives will be provided with seating assignments and ushers will assist each group with finding their assigned seats once the doors to the auditorium have been opened. Your entire group, including chaperones, must be present before being seated together in the theater.
5. Once your group is seated, those who may need to visit the restroom may go back out to the lobby in small groups. Students must be accompanied by an adult when using restroom facilities.
6. At the completion of the show, Robinson Center staff will release groups to exit the theater. Please ask your group to remain in their seats until their dismissal, and please

make every effort to keep your group together while you quickly and safely proceed to your bus as your group is called.

### **Bus Driver Instructions**

Once you have dropped your group at the Robinson Center, stay in the bus line and continue to follow the bus in front of you. You will be turning left onto Broadway at the corner of Broadway and Markham Street. Buses will be parked at an off-site parking area (US Post Office, 600 East Capital Avenue, Little Rock, AR 72202) in the order of their arrival at Robinson Center. Buses will be sent back to Robinson Center for pick up in the same order, to pick their groups on the same side of the street. Following the completion of the performance, you will be sent from the off-site parking lot to the front of Robinson Center in the same order as your arrival. Once your students and chaperones have settled aboard, you are free to depart the area.

### **BRAVO**

Travel Details | Arkansas Museum of Fine Arts (AMFA)

### **Location**

501 East Ninth Street, Little Rock, AR 72202

### **Arrival by Bus**

1. Please plan to arrive at the performance location at least (30) minutes prior to the performance to check-in and receive seating arrangements.
2. Please place a large sign, identifying your school, in the front right window of the bus. This helps staff expedite the check-in and departure process.
3. Buses should enter the parking lot at the southernmost entrance to the lot off Commerce Drive and proceed to the drop-off late at the Park Entrance. Other school groups that are not attending a theater performance will be using another point of entry to the museum. To keep traffic flow separate, please do not enter the Museum on Crescent Drive off of 9th Street.
4. A member of our team will meet you at your bus to greet you and direct you to the check-in table inside the Atrium lobby. Please leave all backpacks, large bags, and other personal items on the bus, as they are not permitted in the theater or galleries.
5. At check-in, group representatives should be able to provide the exact count of the number of students/educators/chaperones present, as well as the names of anyone arriving separate from the group. Group representatives will be provided with seating assignments and ushers will assist each group with finding their assigned seats once the doors to the auditorium have been opened. Your entire group, including chaperones, must be present before being seated together in the theater.
6. When your group is seated, those who may need to visit the restroom may go back out to the lobby in small groups. Restrooms are located in the Atrium lobby outside of the theater. Students must be accompanied by an adult when using restroom facilities.
7. At the completion of the show, Ballet Arkansas staff will release groups to exit the theater. Please ask your group to remain in their seats until their dismissal, and please make every effort to keep your group together while you quickly and safely proceed to your bus as your group is called.

8. If time allows, groups may explore the museum on their own, have lunch in MacArthur Park, visit MacArthur Military Museum next door, or enjoy the new ADA accessible playground located southeast of the building beyond the MacArthur Military Museum. Please note that we cannot accommodate lunch space for school groups within the Museum.

### **Bus Driver Instructions**

Buses should enter the parking lot at the southernmost entrance to the lot off Commerce Drive and proceed to the drop-off lane at the Park Entrance. Other school groups that are not attending a theater performance will be using another point of entry to the museum. To keep traffic flow separate, please do not enter the Museum on Crescent Drive off of 9th Street. After dropping the students and educators off, buses should exit the parking lot and find parking around MacArthur Park. Ample pull in parking is available along McMath Avenue, Pulaski County Lane, and in the Firehouse Hostel parking lot. Buses should return to the drop-off/pick-up lane (15) minutes prior to the end of the performance to be ready for group pick up. Once your students and chaperones have settled aboard, you are free to depart the area.

Directions

[Google Directions](#)