

### **ARRIVING AT OVERTURE:**

- **ARRIVE:** At least 30 minutes before the performance is scheduled to start.  
*\*\*For performances in Overture Hall, please arrive 40 minutes before the performance is scheduled to start.*
- **PUBLIC PARKING:**
  - Paid parking is available in the city ramps or on nearby streets.
  - Madison Metro provides service near the State Street entrance of Overture Center.
  - Parking ramp information is available on line at <https://www.cityofmadison.com/parking/garages-lots/current-hourly-parking-availability>
- **BUS PARKING:**
  - **Buses report to the corner of Henry St. and Mifflin St.**
  - **Check in with the Overture staff in yellow safety vests.**
  - **All buses must enter the parking lane on Henry St. via Johnson St.** (See "Parking & Bus Maps" below)
  - **If you come from any other direction, you will be re-routed and asked to approach the parking lane via Johnson St. It is imperative that all buses follow the map below so as to prevent traffic grid lock for our bus parkers.**
  - We provide designated parking for up to 30 school buses or oversized and accessible vans.
  - Buses may be directed to park off-site if available spaces are exceeded. (See "Off-Site Parking" instructions below)
  - **BUS PARKING IS PROVIDED FOR THE DURATION OF THE PERFORMANCE ONLY.**
  - If your group is staying downtown, Bowman Park is available for alternate, or extended, parking.
  - Drivers must be on their bus, available to move directly after the show.
  - **Buses remain where they parked for reloading. It is important to note your bus's location when unloading.**
  - **All teachers and chaperones MUST EXCHANGE CONTACT INFORMATION with all of your school's bus drivers in the case of urgent matters during or separation after the show.**
- **BE PREPARED:**
  - Please be sure that young people are prepared to walk in all kinds of weather.
  - There are often many buses and students arriving for a performance. Please keep your group together!
  - **OnStage Coordinator Contact: [onstage@overture.org](mailto:onstage@overture.org) or 608-258-4156**
- **CANCELLATIONS:**
  - If your group can no longer attend a performance, contact the OnStage Coordinator as soon as possible.
  - Refunds are determined on a case-by-case basis. Your order form serves as a purchase agreement and even if you are unable to attend, you may still be liable for payment.
  - Should inclement weather force Overture Center to cancel a performance, you will be notified via phone and/or email at least 3 hours prior to the performance's scheduled start time.

### **ENTERING OVERTURE CENTER**

- **CHECK IN:**
  - Large groups will be greeted on their buses at the corner of Henry St. & Mifflin St. by an Overture Center Bus Greeter.
  - After checking in, the Bus Greeter will ride the bus to show you where to park and provide further instructions for entering the theater.
  - After parking, you will be directed to the appropriate entrance and be taken to the theater and seated.
  - Please have students line up in a single file line in the order you wish to be seated. If you are arriving on a bus, MMSD guidelines ask you to maintain the same order of seating in the bus and theater.
  - Groups not arriving in school buses should check in at the table outside the theater.
  - Chaperones that don't arrive with the group need to check in at the table outside the theater and get a name tag.
  - **Please do not bring more students/chaperones than registered. Performances are often sold out and tickets are not available for "walk-up" purchase the day of the show.**

- **SECURITY AND IDENTIFICATION:**
  - For safety purposes, each adult needs to have a name tag with the adult's name and the school name.
  - Name tags must be worn to enter and should be visible at all times.
  - Beginning in December 2024, Overture Center for the Arts implemented additional security procedures for all Student Matinee guests. Our focus is always the comfort and safety of our guests, and we believe this step to be part of that goal. Overture uses walk-through security screening technology that you must move through on arrival. This crowd-screening system keeps high-volume entrances flowing by reliably detecting threatening items as visitors walk through at a natural pace. This should eliminate lines and allow foot traffic to quickly flow into the spaces. You may be asked to submit to additional screening if prohibited items are detected.
  - Unless you have arranged to eat lunch with us or are a teacher carrying a medical backpack, please leave all bags and backpacks on the bus or at school.
  - For additional information, visit our website at <https://www.overture.org/visit/security/>. You may also reach out with questions.
- **LATE ARRIVALS:** You must wait until an appropriate time in the performance to be seated by the House Manager.

**BAGS, CARRY-INS, SPECIAL ACCOMMODATIONS:**

- **BAGS:**
  - Please plan on leaving all student bags and backpacks behind as they are not allowed in the theater.
  - MEDICAL BAGS and TEACHER BACKPACKS **ARE** allowed in the theater.
  - Bags may be subject to search upon entering.
- **ACCOMMODATIONS:**
  - Please let us know in advance if there are any special accommodations your group will need.
  - Assisted listening devices and sensory kits are available at the check-in table upon arrival.
  - Audio description and American Sign Language Interpretation REQUIRE SIX (6) WEEKS ADVANCED NOTICE.

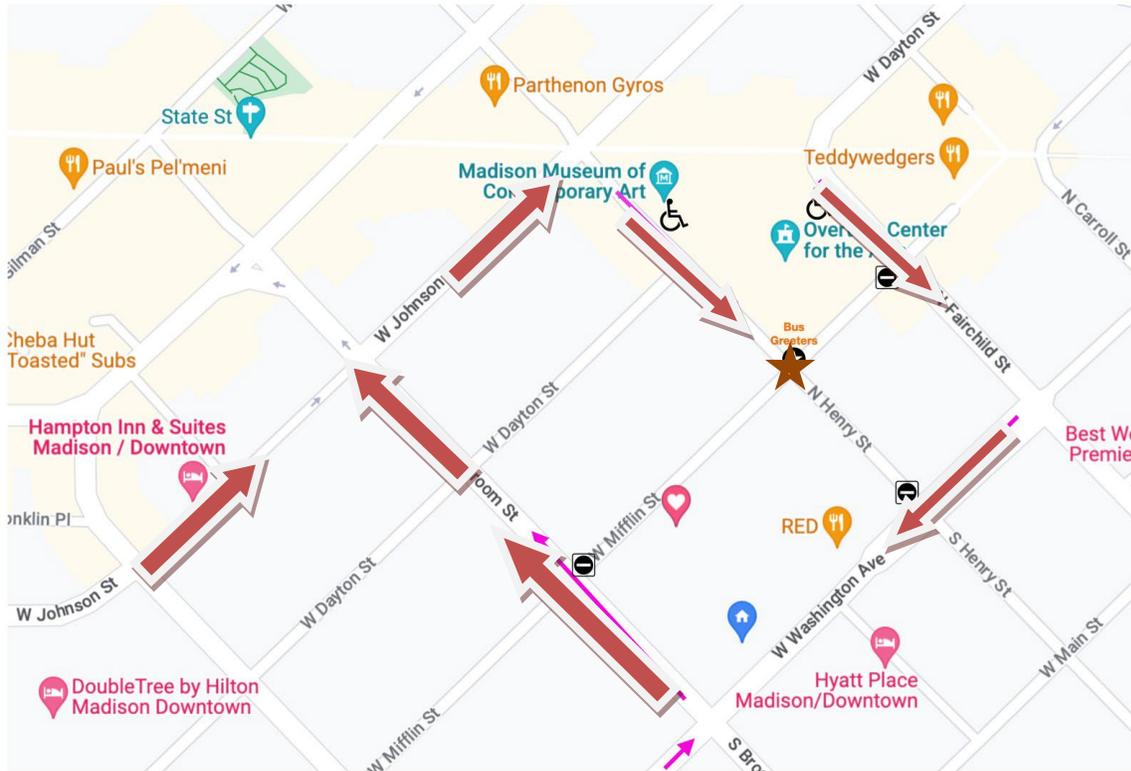
**DEPARTING OVERTURE:**

- **DISMISSAL:**
  - Each school will be dismissed from stage and you will be directed to depart out specific exits.
  - Please remain seated until your school has been called. This includes homeschools.
- **BUS DEPARTURE:**
  - Madison Police will direct your departure.
  - Buses should ensure their entire group is back on the bus before leaving.

**QUESTIONS OR PROBLEMS:** If you anticipate a problem or are running late, call Overture at 608-258-4156.

**\*See "Parking & Bus Maps," Instructions, and "Off-Site Parking" directions on the next 2 pages.**

**PARKING & BUS MAPS:**



**DIRECTIONS:**

**FROM SOUTH:**

- Drive east on W. Washington Ave, turn left onto Broom St., turn right at light onto W. Johnson St.
- Turn hard right at State St. light onto N. Henry St. Look for Bus Greeters at Henry and Mifflin St
- **STOP SIGN**

**FROM WEST:**

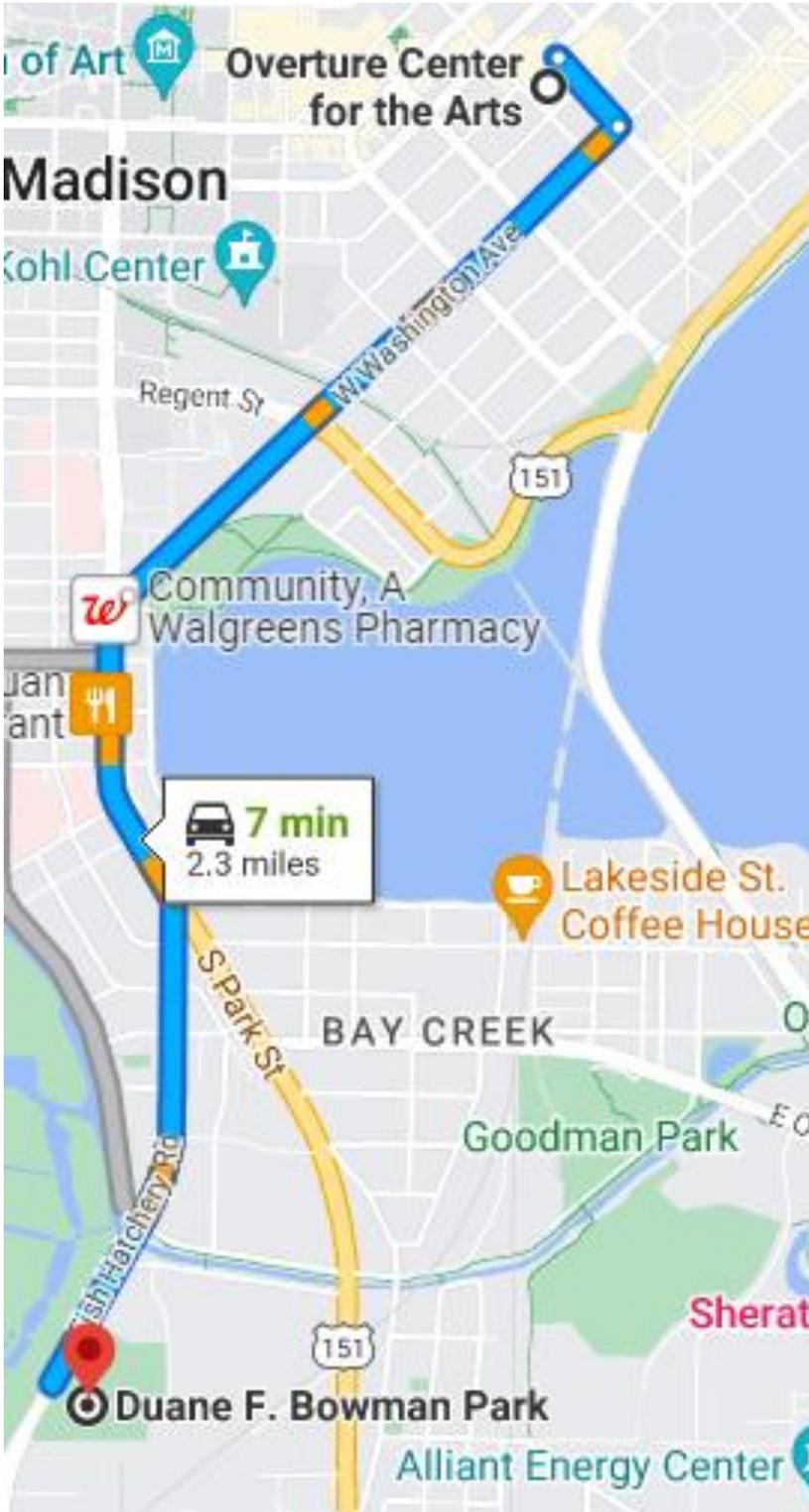
- Drive east on W. Johnson St., turn right at State St. lights onto N. Henry St.
- Look for Bus Greeters at Henry and Mifflin St.
- **STOP SIGN**

**FROM NORTH:**

- Drive west on E. Washington Ave, turn right onto Webster, turn soft left at lights at bottom of hill onto E. Dayton St., Follow around, turn right at light onto W. Washington Ave.
- Turn right at Broom St. lights. Turn right at light onto W. Johnson St. Turn hard right at State St. light onto N. Henry St. Look for Bus Greeters at Henry and Mifflin St.
- **STOP SIGN**

## Drop Off and Off-Site Bus parking

- Busses report to the corner of Henry and Mifflin Streets to check in with the Overture Staff in the Yellow Safety Vest.
- They will assist in unloading students safely and directing them into the building.
- Follow instructions to park at Bowman Park for the duration of the show.
- Be sure you have planned for pick up time. Teachers and Bus drivers should swap numbers.



### **Overture Center for the Arts**

201 State St, Madison, WI 53703

↑ Head southeast on N Fairchild St toward W Mifflin St

0.1 mi

↪ Turn right at the 2nd cross street onto W Washington Ave

1.0 mi

↪ Use the left 2 lanes to turn left onto S Park St

0.5 mi

↪ Slight right onto Fish Hatchery Rd

### **Duane F. Bowman Park**

1775 Fish Hatchery Rd, Madison, WI 53713

**Once you have entered the first parking lot, go past the bathrooms and park near the tree line behind the bathrooms.**