



ARRIVAL/DEPARTURE INFORMATION FOR SCHOOLS

ARRIVING AT OVERTURE:

- **ARRIVE:** At least 30 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 www.cityofmadison.com/transportation/parking.cfm
- **BUS PARKING:**
 - Buses report to the corner of Henry and Mifflin Streets to check in with the Overture Staff in the Yellow Safety Vest.
 - **All buses must enter the parking lane on Henry Street via Johnson Street. (See Map below for directions.)**
 - **If you come from any other direction, you will be re-routed and asked to approach the parking lane via Johnson Street. 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 school buses or oversized and accessible vans.
 - BUS PARKING IS PROVIDED FOR THE DURATION OF THE PERFORMANCE ONLY.
 - Drivers must be on their bus, available to move directly after the show.
 - If your group is staying downtown, Bowman Park is available for alternate, or extended, parking.
 - Buses remain where they park for re-loading, so be mindful of your location when exiting the bus.
 - Teachers and Bus Drivers should exchange contact information in the case that they are separated after the show.
- **BE PREPARED:**
 - Please be sure that young people are prepared to walk in all kinds of weather.
 - If you need to contact the OnStage coordinator on the day of the show, do so at onstage@overture.org or 608-258-4156.
 - There are often many busses and students arriving for a performance. Please keep your group together.
- **CANCELLATIONS:**
 - If your group can no longer attend a performance, contact onstage@overture.org or 608-258-4156 as soon as possible.
 - Refunds are determined on a case by case basis. Your order form serves as a purchase agreement and even if your group is 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.

ENTERING OVERTURE:

- **CHECK IN:**
 - Large groups will be greeted on school buses at the corner of Henry and Mifflin Streets with 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 Overture entrance to 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 to also get a name tag.
 - Please do not bring more students/chaperones than registered. Performances are often sold out.



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- **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.

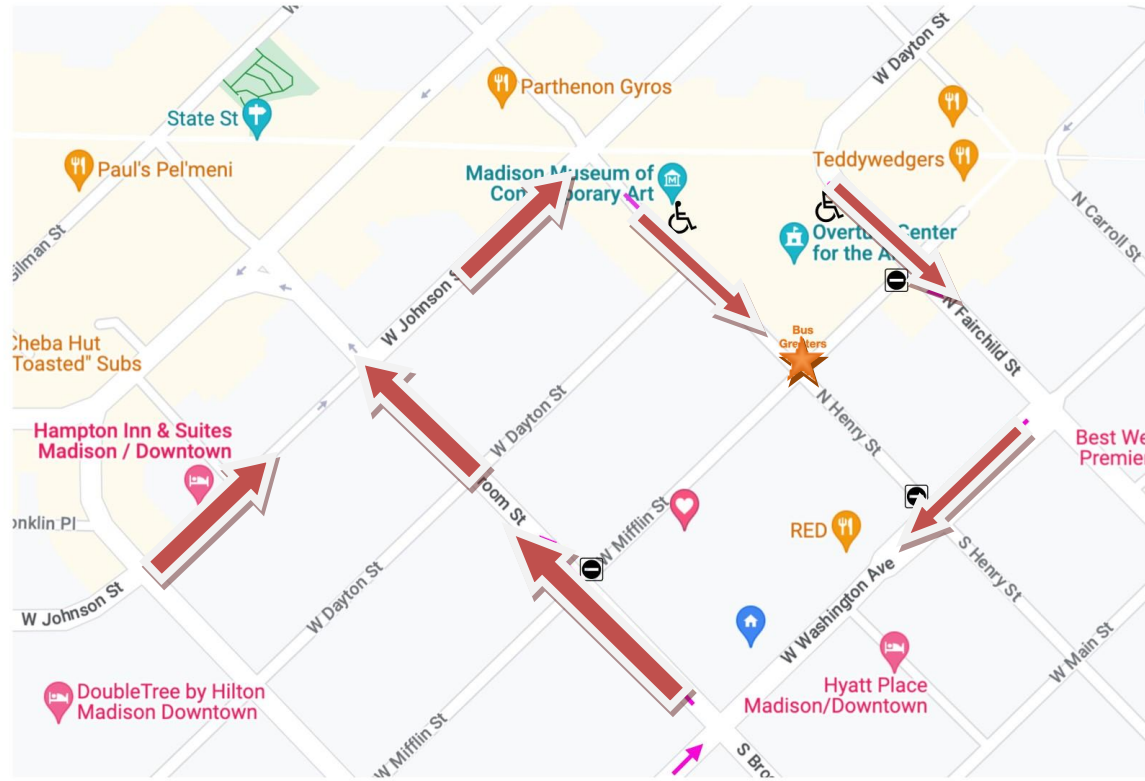
DEPARTING OVERTURE:

- **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 Bus Parking Map and Instructions on next page**

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**