

School Performance Field Trip Policy

(Nathan H. Wilson Center for the Arts)

Pre-Performance:

- Complete the School Performance Agreement and return it to the FSCJ Artist Series Group Sales dept.
 - Communicate any needs, changes in numbers, and special requirements including seating
- School performances at the Wilson Center are **assigned seating**. Your seating will be communicated on day of show. School seating assignments are based on the number of confirmed attendees. Our priorities are the safety of all audience members and keeping school groups together.
- Final payment is due **4 weeks** before the performance date (can vary due to show requirements). Payments can be made by phone, mail, or stopping by our office (**No Exchanges or Refunds**):

FSCJ Artist Series - Group Sales Department

501 West State Street, Suite 109, Jacksonville, FL 32202

Day of Performance:

Theater: **Nathan H. Wilson Center is located on FSCJ, South Campus at 11901 Beach Blvd., JAX, FL 32246**

- Please arrive at the theater **by 9:30 a.m.** for the 10:00 a.m. performance, and **by 11:30 a.m.** for the noon performance.
- Be sure to bring a copy of your field trip invoice/receipt to the theatre as we do not issue tickets.
- The performance will start on time and cannot be held for late arrivals. Show runtime is one hour including a 5 minute cast chat back following the performance, if available.

Bus Arrival and Departure Process:

All bus drivers must stay with their bus.

Arrival: Buses should drop students off in the front of the Nathan H. Wilson Center. Student groups will enter theater lobby in a line then shown to their seats. Buses will park in parking lot, as directed by Security Officer.

Departure: Bus drivers will receive instructions on arrival

Lunch Inquires? The Wilson Center has a large grassy area that can be utilized for a picnic lunch. The area is not covered. **Lunch arrangements must be made in advance by contacting, Tara Paige, at the Wilson Center (904) 646-2248.**

- Lunch coolers must remain on the bus. Blankets and towels are encouraged for comfort and to protect against sand spurs in the grass. There are no picnic tables. Be sure to bring trash bags for clean-up. Trash must be taken back to school. The facility does not have a dumpster.

NOTE: No food, candy, gum or drinks of any kind may be bought into the theater. The use of personal electronics is not allowed in the theater, including cameras, phones or any wireless devices.