

Dubbo Regional Theatre and Convention Centre Information Sheet for Teachers

School Groups

Each year DRTCC's Season has a number of shows specifically suited to pre-school and school-aged children. Teachers are encouraged to make the most of special school group discounts and complimentary tickets on offer. We want everyone to have an enjoyable experience at the Theatre, to feel welcomed and to want to return. We welcome feedback on what we are doing right and what we can improve on.

Teachers can visit the Education page on the website, book on-line or download the School Group Booking form or alternatively contact the Box Office P: 6801 4378

E: drtcc@dubbo.nsw.gov.au 9.30 am to 4.30 pm Monday to Friday. Closed public holidays and between Christmas and New Year.

Handy Information

- The school group special concession price is \$15 per student.
- The school will receive one complimentary teacher ticket with every 20 students booked. Small rural schools will also be eligible for one complimentary teacher ticket with their booking.
- The complimentary tickets can be used at the school's discretion for either staff accompanying students as a condition of their paid employment, carers or bus drivers. All additional adults attending will be charged the advertised ticket price.
- Exceptions are made for pre-schools where the student to teacher ratio requirement is higher. One complimentary teacher ticket with every 10 students booked will apply. Please advise us at the time of booking if this is applicable to you.

Making a School Group Booking

- All bookings are processed on a first come, first served basis.
- A School Group Booking form must be completed and submitted with a Purchase Order Number. We are unable to accept bookings without a Purchase Order number. If you wish to pay with a PCard or similar, please nominate this on the form and Box Office staff will contact you to process the payment. The number of tickets nominated on this form represents the school's commitment to purchase these tickets. The number of tickets cannot be reduced, however, the number of tickets can be increased subject to availability. Once DRTCC staff process the request and reserve the seats, a tax invoice is issued based on the exact number of tickets requested on the School Group Booking form.
- It is the responsibility of the School contact making the booking to ensure the payment is made to Dubbo Regional Council within the timeframe.

- Kindly note you don't need to collect the tickets for your students. Simply turn up on the day and our lovely ushers will show you and the students to your seats. This will save you worrying about collecting them on the day or trying to establish where you need to go when you get here.
- In line with the Live Performance Australia Code of Conduct, there are no refunds or exchanges once tickets have been invoiced (purchased).

House Keeping Rules

As part of the live theatre experience, we encourage teachers to share House Keeping Rules and general theatre etiquette tips with the students so they feel comfortable and confident in what may be a new environment for them.

For example:

- Best to arrive a minimum of 30 minutes before the show and stay together as a group. Sometimes latecomers cannot be admitted into the theatre until there is a suitable break in the performance.
- There is a drop off area for buses at the front of the theatre, however, due to the number of buses arriving, it is not to be used for parking. Best to head to the parking area at the Dubbo Railway Station.
- School bags can be left at school or on the bus – with 500 school bags in the theatre foyer there will be trip hazards and issues with egress.
- Mobile phones, cameras and other electronic devices are to be turned off before going into the theatre. There are contractual reasons why the set and performance cannot be photographed or filmed.
- Sorry no food (including chewing gum) or drink allowed in the theatre – most children's shows go for 60 minutes max so they'll manage just fine.
- No need to 'shush' the kids, school shows are designed for lots of excitement and interaction and a quiet audience will unnerve the actors!
- Victoria Park, located across the road from the Theatre, is an ideal space for food breaks and a run around to burn off energy.
- Occasionally, a DRTCC staff member may take a photo of groups arriving or departing ensuring not to capture faces for use on social media related to that show. If there are any issues, please advise the staff member at once and they will kindly refrain and delete the images.

We look forward to seeing you at the Theatre!

Reviewed: 25.11.2022