

# 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 school groups including infants, primary, secondary and tertiary. These shows are marked with a book icon on the website and teachers are encouraged to make the most of special school group discounts and complimentary tickets on offer.

Teachers can visit the Education Page on the website and download the School Group Booking form or alternatively contact the Box Office on 6801 4378 to request the School Group Booking form to be sent to them. There is also the option to book online using the School Group Booking Web Form [www.drtcc.com.au/Education.html](http://www.drtcc.com.au/Education.html)

- The School Group special concession price is \$15.
- The school will receive one complimentary teacher ticket with every 20 students booked.
- The number of complimentary tickets is strictly limited; therefore tickets are only available for staff accompanying students as a condition of their paid employment. All other staff, carers and bus drivers will be charged the standard applicable ticket price.
- Exceptions are made for small rural schools with minimal numbers. Please advise us at the time of booking if this is applicable to you.
- Exceptions are also made for Pre schools where the student to teacher ratio requirement is higher. Pre schools are eligible for one complimentary teacher ticket per ten students.
- Please advise at the time of your booking if any student has special needs. There are allocated spaces for wheelchairs and a hearing loop.

### Consultation

When developing the program of touring shows we will be consulting with the key arts liaison teachers from each school (ideally one or two people) to receive feedback on the shows we are considering and which would be of interest to you and your school.

### Teacher's Group Preview

DRTCC launches its Season of shows towards the end of November each year after which time special priced tickets for school shows will go on sale before single tickets are made available to the public in mid January each year.

### Teacher's Notes

Teacher's notes are generally supplied by the promoter or Theatre Company to accompany the production and are available from the show's website or on DRTCC's education page at [www.drtcc.com.au/Education.html](http://www.drtcc.com.au/Education.html)

### Purchasing Tickets

As the touring shows will be very popular with an early sell-out likely - even for shows in the second half of the year - all bookings will be processed on a first come, first served basis.

There is a bulk school group allocation per show and once this has been filled no more school group concessions will be available.

- A School Group Booking Form must be completed. 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 the School Group Booking Form is processed and seats reserved, an 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 that you do not need to collect the tickets for your students. Simply turn up on the day and our lovely ushers will show you and your kids to their 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**

It is the teacher's responsibility to ensure students are fully aware of the House Keeping Rules and Theatre etiquette including respect for other Theatre patrons attending the Show ie: no feet on back of seats and noise kept to a minimum.

- It is recommended school groups arrive a minimum of 30 minutes prior to the commencement of the show and stay together as a group. Please note, latecomers will not be admitted into the Theatre until there is a suitable break in the performance.
- Any damage to property or fittings caused by students will be the responsibility of the school and invoiced accordingly.
- A DRTCC Risk Assessment for Schools may be obtained by contacting DRTCC on 6801 4731 or can be downloaded from the website at [www.drtcc.com.au/Education.html](http://www.drtcc.com.au/Education.html)
- There is a drop off area for buses at the front of the Theatre. However, bus parking is not available and the nearest parking area for buses is located at the Dubbo Railway Station.
- School bags are not permitted in the Theatre. For safety and security purposes please leave school bags on the bus.
- Mobile phones, pagers and alarms are to be turned off prior to entering the Theatre
- Cameras or any forms of electronic recording equipment are not permitted in the Theatre.
- Food and drink are not allowed in the Theatre.
- Absolutely no chewing gum.
- Victoria Park, located across the road from the Theatre is an ideal venue for morning and afternoon tea breaks.

Any further enquiries, please contact the Centre Co-ordinator on 6801 4371.