



## Final Instructions: Children's Concert ~ January 28, 2019

- The symphony is looking forward to having your students attend this year's concert. In order to facilitate the arrival and departure of the many schools attending, please follow these instructions. Attached is the transportation map and Rudder Auditorium entry and seating charts. If you have any questions, please call or email **Gail Henry 979.731.8080** or [bvsochildrensconcert@gmail.com](mailto:bvsochildrensconcert@gmail.com) as soon as possible.
- If you notice that you are seated in a different section than previous years, note that every year schools are rotated. If you were in the balcony last year, you will probably be in the orchestra section this year, etc.
- **Your school must enter the Texas A&M Campus according to the transportation map.** It is crucial that you follow your map to the letter. Any deviation from this plan will cause traffic congestion and will prevent many students from getting into the auditorium in time for the performance. See the transportation map here: <http://bvso.org/school-participation/>
- **Unloading buses and getting students to their seats take time; please keep this in mind when planning on your departure time. All buses should be on campus no later than 8:45am for the first performance.**
- **Each bus must have a sign in its front window, showing the school and city name.** This will enable the traffic control officers to direct the bus traffic.
- **One teacher from each bus must carry a sign with the school name on it** so the ushers can identify your school and direct you accordingly. Please hold the sign up high until all your students are seated.
- After unloading your students, line them up at the curb in double file lines and wait for a traffic officer to stop traffic and allow you to cross the street together. Two schools can wait at the curb at the same time to facilitate crossing. Have your students stay in double file lines until they reach their portal entrance.
- FASO volunteers and/or Symphony Belles will meet you outside Rudder Auditorium and take you to the proper entrance portal(s) of the auditorium. Once you are there, someone will usher you to your seats.
- **Upon entering the building:**
  - You will be ushered to your portal entrance.
  - Pick up your program packet (your packet contains enough programs for all).
  - **Give entry forms for Student Guest Conductor drawing to an usher or Symphony Belle to turn in for you.**
  - An usher will seat you in your designated area.
  - **A teacher or parent must be on the end of each row** (when facing the stage, all the way to right) to lead the entire class out of Rudder and back to the bus. Please use your school sign again at the front of your school group.

- **At the end of the concert**, all must exit **to the right** of the auditorium, or **per usher's instructions**. Form double lines after exiting the portals. If you are parked in the Koldus parking garage, inform your usher.
- **Bus reloading:** Out-of-town & Private schools: Transportation Director will make an announcement giving you final directions to your buses. Follow your usher.  
**CSISD:** Your buses will be parked on Throckmorton St.  
**BISD:** Your buses will be parked on Coke St.  
**Handicap Buses/Vans:** Your vehicles will be parked in front of Rudder  
**Private cars/vans:** Please park in the parking garage across the street from Rudder. **You will need to pay attendant in the garage before exiting.**  
**Out of Town Buses:** Your buses will be on Coke or Throckmorton St. depending on your arrival time.

**Check each bus window for your school's name before boarding.**

**ALL schools must exit the TAMU campus according to their transportation map.**

- Encourage your students to use the restroom before leaving your school, and again, plan to reach Rudder Auditorium early enough to have all students in their seats before the concert begins.

**ALL STUDENTS MUST BE SUPERVISED AT ALL TIMES!**  
*(WATER FOUNTAIN AND RESTROOM TRIPS INCLUDED)*

**STUDENT CONDUCTOR (IF SELECTED) MUST BE ACCOMPANIED BY A  
TEACHER/ADULT TO THE STAGE!**

*We look forward to seeing you on January 28th!*