



Final Instructions: Children's Concert~January 23, 2023

- 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 to enable us to start on time, please follow these instructions. Attached are the [transportation map](#), [Rudder Auditorium entry](#), and [seating charts](#). If you have any questions, please call or email **Gail Henry at 979.571.0169** or bvsochildrensconcert@gmail.com as soon as possible.
- **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/children's-concert/>
- **Unloading buses and getting students to the restroom and to their seats take time; please keep this in mind when planning your departure time.**
- **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.
- **A volunteer will meet your bus. 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 then lead 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.
 - Ushers will issue your programs (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 at the FASO table in the foyer.**
 - An usher will seat you in your designated area.
 - **At the end of the concert, all must exit to the right** of the auditorium, or **per usher's instructions.** Please use your school sign again at the front of your school group.

Bus reloading:

- **CSISD:** Your buses will be parked on **Coke Street.**
- **BISD:** Your buses will be parked on **Lewis Street.**
- **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 and Private School Buses:** Your buses will park as directed by the Traffic Officer (most likely on Coke Street).

SPECIAL NOTES

- Check Each Bus Window for your School's Name before Boarding.
- ALL Schools Must Exit the TAMU Campus According to their Transportation Map.
- **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 BACK STAGE AND THE WAIVER FOR STUDENT CONDUCTOR FORM MUST BE PRESENTED WITH THE STUDENT!
- With Having Two Back-to-Back Performances, Timing Is Crucial. Please Make Every Effort To Have Your Students Seated Before The Performance Begins!
- **Wearing of Masks is Encouraged!**

We look forward to seeing you on January 23rd!