

Guidelines for Teachers/ Chaperones/ Students

It is important to follow all of the following directions to insure the safety of all of our guests.

Parking

Enter Gate 4 off Fairview Ave and park in The O'Shaughnessy lot to your left. Walk towards the water tower and then follow the diagonal path that will lead you to The O'Shaughnessy. No parking permit is required anywhere on campus for the time you are attending the school show.

Updated Bus Detail Information

Buses are to enter the campus via GATE 3 on Randolph Ave. Continue straight ahead until you reach the speed bump and stop sign on the right hand side of the road. You will be met there by staff who will guide you from there. Please pay attention and follow instructions when asked to pull forward to drop-off/pick-up your group. From there, a staff member from The O'Shaughnessy will help to guide your group safely off the bus. After your group is loaded on your bus, you will be guided to exit campus toward Fairview Ave through GATE 4.

Following these directions will ensure that Emergency Vehicles have clear access to the campus and The O'Shaughnessy. Under absolutely no circumstances should students be let off their bus on Randolph Ave or anywhere else on campus.

PLEASE ARRIVE 45 MINUTES EARLY and **STAY ON YOUR BUS** until an O'Shaughnessy staff member arrives to give you further instructions.

An O'Shaughnessy staff member will direct you and your students through the tunnel to campus and to the front doors of The O'Shaughnessy. This entrance is now wheelchair accessible.

On campus parking for buses is absolutely NOT PERMITTED at any time. Parking on residential streets around campus is also prohibited. Instead, bus parking is available at:

Highland Arena: 800 South Snelling Ave. St. Paul, MN

Arrival

- Upon arrival, **stay on the bus** until you are given directions by the O'Shaughnessy staff.
- Get the **bus #** from the bus driver if the same bus is returning to pick up your group.
- Once directions are received, disembark the bus in an orderly & quick manner.
- Please avoid running, lagging behind or leaving your group.

- Take seats quickly & orderly ---- one person per seat & no seat saving.

****It is requested that any necessary rearranging take place AFTER all persons of the group are seated.****

****Remember ushers are on-site to help this entire process run smoothly and safely.****

During the Show

- There may be dimming of lights or blackouts to accommodate scene changes. Please remain calm during these times.
- It is appropriate to clap for the performers at the end of each scene and during the curtain call at the end of the performance. It is NOT appropriate to shout, scream or whistle.

Dismissal

- Remain seated until you hear your school name **AND** bus number. Schools are dismissed in order of the bus's arrival. It is imperative for the safety of the children that you remain in your seat until your information is called.
- Once dismissed, everyone should go directly to their bus. No one should be leaving the group to go to the bathrooms.
- To quicken the dismissal time, **head counts should be done as the children are boarding the bus.**

Thank you for your cooperation at making this an enjoyable experience for everyone involved.