



Welcome Guide

Children's Theatre Performances

Thank you for booking tickets to a Children's Theatre performance.

The Arkansas Museum of Fine Arts is dedicated to providing engaging and inspiring educational opportunities for students of all ages and we look forward to welcoming your group to the Museum.

This guide provides group leaders with helpful information including pre-visit information to prepare your group, a breakdown of the Children's Theatre school show experience, transportation and parking information, and post-visit engagements. In addition, there are informational pages for chaperones and bus drivers.

If you have any additional questions about your School Tour, please reach out to Guest Services at GroupRequests@arkmfa.org.

FOR EDUCATORS

Reservation Process

- Complete the [School Performance Request - Formstack](#) on our website to request a reservation for one or multiple performances. If your preferred times are not available, provide additional details about your availability.
- Guest Services will contact you within two (2) weeks of receiving your request to complete your reservation. Reservations made more than 30 days before a performance require a 25% deposit to hold the seats.
- You will receive an email to confirm your Final Headcount two (2) weeks prior to the performance date. All tickets for students, chaperones, parents, siblings, etc. must be reserved as part of the group reservation and accounted for in the final headcount. As a safety precaution, individual tickets are not sold to school performances.
- Final payment is due one (1) week prior to the performance date. We do not accept payment on the day of the performance. Your confirmation email will provide details and payment deadlines.

School Show Policies

- School performances are not open to the public, and all ticket purchases may only be made by the school group lead in advance. This includes all tickets for accompanying adults, family members, friends, and chaperones. Tickets may not be purchased on the day of the performance by anyone other than the school group lead.
- Seating is prioritized to ensure that K-12 students across Arkansas can experience the magic of a live theater performance. Therefore, we ask that additional parties, including parents of students and children of chaperones, are kept to a minimum. Schools are responsible for sharing AMFA reservation, payment, and late arrival policies with any additional parties joining the students.
- Taking photographs, videos or audiotapes during the performance is prohibited.
- Food (including candy), drinks, and gum are not allowed in our theater during school performances.
- We encourage your school groups to expand your trip to AMFA by enjoying a picnic lunch in MacArthur Park. We are unable to store lunches and request that groups make plans to keep their lunches on the buses during performances. *Please note we cannot currently accommodate lunch space for school groups within the Museum.*

Cancellations and Late Arrival

- School performance tickets are non-refundable. Once you have submitted your final headcount, the school is responsible for full payment based on that headcount prior to the performance date. In some cases, if seating is still available, headcount numbers may be adjusted to accommodate more students, but we do not issue refunds for late arrivals, cancellations, or absent guests.
- If your group is running late, be sure to get in touch with Guest Services at 501.372.4000 as soon as possible so that we can work to accommodate your group. Groups who arrive later than 15 minutes after the start of the performance may not be allowed in the theater, as it is disruptive to the audience and performers. We strive to begin all performances on time and may not be able to accommodate late arrivals.
- If you have any questions about the reservation process, please contact Guest Services at 501.372.4000 or GroupRequests@arkmfa.org.

Theatre Etiquette

- To prepare your students for their visit to the Museum, please watch this short video on [Theatre Etiquette](#). Discuss appropriate audience behavior and why it is important.
 - **Arrive early** - Arriving 30 minutes early allows time to make a final trip to the restroom and locate your seats.
 - **Turn off electronics** - Lights and sounds from phones and other electronic devices are distracting to other patrons as well as the performers. Photography is not allowed during the performance.
 - **Be aisle kind** - tuck your belongings under your seat to remove tripping hazards while seated and be sure to take all your belongings with you when you leave. Throw away any rubbish on your way out.
 - **Play your part** - Watch and listen; laugh at funny bits; applaud at the spectacular. Be present and in the moment with the performers.
- Additionally, a [Children's Theatre Performance Social Narrative](#) is available to help prepare students for their visit.

What to Expect During your Visit

- Please plan to arrive at the Museum thirty (30) minutes prior to the performance time. Our address is 501 East Ninth Street, Little Rock AR, 72202.
- For **Children's Theatre performances**, buses and other transport vehicles should use the transportation lane at the **Park Entrance**. Enter the lot via the southernmost entrance off Commerce Street. (The Courtyard Entrance off Ninth Street is reserved for Gallery Tour drop-offs.)



- A Guest Services member will meet you at your bus to check you in. Please leave all backpacks, large bags, umbrellas, and other personal items on the bus, as they are not permitted in the theater or galleries.
- Be able to provide an exact count of the number of students, staff, parents/adults present on the day of your field trip. Be able to provide the names of anyone arriving separate from the group. They should be instructed to check in with Guest Services before being seated in the theater.
- Guest Services will help usher your group off the bus and into the Atrium where you will line up to be seated in the theater. Buses should exit the parking lot and find parking around MacArthur Park. Ample pull-in parking is available along McMath Avenue, Pulaski County Lane, and in the Firehouse Museum parking lot.
- Seating is assigned in the order of arrival. Your entire group, including chaperones, families and friends of the group must be present before being seated together in the theater. If members of your group are coming in their own vehicles, please let them know that we may not hold seats for late arrivals. If a member of your group arrives after the group has been seated, they will be seated at the next available seat.
- Restrooms are located in the Atrium outside of the theater. We ask that your group be seated before making a trip to the restroom. Students must be accompanied by an adult when using our restroom facilities.
- The performance lasts about an hour and is followed by a short question and answer session with selected cast and crew members.
- If time allows, after the performance groups may explore the Museum on their own, have lunch in MacArthur Park, visit MacArthur Military Museum next door, or enjoy the new ADA accessible playground located southeast of the building beyond the MacArthur Military Museum. *Please note we cannot currently accommodate lunch space for school groups within the Museum.*
- Buses should return to the transportation lane 15 minutes prior to the end of the performance to pick up school groups from the **Park Entrance**.

Additional Information

- **Chaperone Guidelines**
 - Please share the “For Chaperones” page of this document with your chaperones prior to your visit. (Page 6)
 - There must be at least two (2) chaperones for every fifteen (15) students.
 - Chaperones must stay with their group throughout the Performance.
- **Transportation and Parking**
 - Please share the “For Bus Drivers” page with your bus operator prior to your visit. (Page 7)
- **Accessibility**
 - The Arkansas Museum of Fine Arts is committed to creating an inclusive community space for everyone. Please let the Museum know prior to your visit about accessibility needs including wheelchairs, sensory bags, and more.
- **Emergency**
 - In case of emergency, notify the nearest security officer or call 501-396-0329. If it is a matter of life and death, call 911 immediately.

- **Visiting the Galleries**

- If your plans include visiting the galleries after the performance, please share the following expectations with your students and chaperones so that they can help us preserve the art for generations to come. Please schedule your self-guided or docent-led tour on our website. [Museum Tours | Field Trips | AMFA \(arkmfa.org\)](#)
 - Explore the art with your eyes, please do not touch.
 - Walk, don't run. Be mindful of your surroundings.
 - Be curious and engaged. Don't be afraid to ask questions.
 - Enjoy food and drinks outside of the galleries.
 - Artists are welcome to sketch and write in our galleries using pencils only.
 - Feel free to take photos and selfies, but please do not use flash photography, tripods, or selfie sticks.
 - Please leave large bags, backpacks, and personal items on the bus as they are not permitted in the galleries.

- **Additional Links**

- To explore what's on view, please visit [Art & Artists | AMFA \(arkmfa.org\)](#)
- To discover additional resources and programs for educators and students, please visit [Programs For Schools | AMFA \(arkmfa.org\)](#)
- To sign up for AMFA email lists, please visit [Sign Up | Arkansas Museum of Fine Arts](#)

- **After your Visit**

- Students have more meaningful engagement when they discuss their experiences before and after their visit. See our Play & Activity Guides and Museum Visit Resources on our [Educator Resources | AMFA](#) page for activities and prompts to help support those conversations.
- Group leaders may also receive a survey via email. We appreciate you taking the time to provide feedback on your experience.

FOR CHAPERONES

Arkansas Museum of Fine Arts Chaperone Guidelines

- Chaperones must stay with their school group throughout the Performance.
- Encourage students to follow the Theatre Etiquette and Museum Manners.
 - Remember that when chaperones are engaged (watching, listening and responding, putting away their cell phones, and sitting with the students), students are more inclined to remain engaged.

Theatre Etiquette

- **Arrive early** - Arriving 30 minutes early allows time to make a final trip to the restroom and locate your seats.
- **Turn off electronics** - Lights and sounds from phones and other electronic devices are distracting to other patrons as well as the performers. Photography is not allowed during the performance.
- **Be aisle kind** - tuck your belongings under our seat to remove tripping hazards while seated and be sure to take all your belongings with you when you leave. Throw away any rubbish on your way out.
- **Play your part** - Watch and listen; laugh at funny bits; applaud at the spectacular. Be present and in the moment with the performers.

Museum Manners and General Museum Policies

- Explore the art with your eyes, please do not touch.
- Walk, don't run. Be mindful of your surroundings.
- Be curious and engaged. Don't be afraid to ask questions.
- No food or beverages, including gum, are permitted in the galleries.
- Artists are welcome to sketch and write in our galleries using pencils only.
- Feel free to take photos and selfies in the galleries, but please do not use flash photography, tripods, or selfie sticks.
- Please leave large bags, backpacks, and personal items on the bus as they are not permitted in the galleries. (If items are brought into the Museum, they can be left at one of our complimentary bag checks.)

Emergency

- In case of emergency, notify the nearest security officer or call 501-396-0329. If it is a matter of life and death, call 911 immediately.

FOR BUS DRIVERS

Arkansas Museum of Fine Arts

Transportation and Parking

Our address is 501 East Ninth Street, Little Rock AR, 72202.

Arrival

- Buses should enter the transportation lane via the southernmost entrance on Commerce Street and pull up to the Park Entrance.
- Please stay on the bus until a member of Guest Services comes to greet your group and checks you in.
- Once everyone is off the bus, buses should exit the transportation lane and find parking around MacArthur Park.

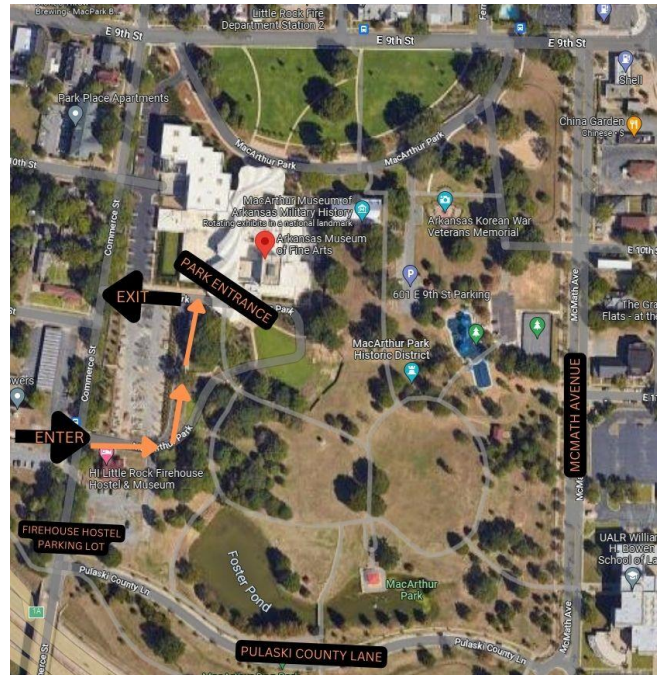
Parking

- Please use the parking image to find available bus parking options highlighted in red.
- Vans and other standard size vehicles can park in spaces closer to the building.
- Additional parking is located on the north side of the Museum; however, we ask all groups attending a Children's Theatre performance enter through the Park Entrance on the south side of the Museum.
 - Groups scheduled for a Gallery Tour are requested to use the Courtyard Entrance on the north side of the Museum.

Pick-Up

- Buses should return to the transportation lane via the southernmost entrance on Commerce Street and pull up to the Park Entrance Park to pick up their group at the end of their visit.

Drop-Off and Pick-Up Location



Bus Parking Options

