

**DAY OF CONCERT CHECKLIST**

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**Do you have the following materials?**

- Group Leader Instructions
- Group Ticket Sign
- Final Head Count Sign and Permanent Marker
- Group Bus Signs and Clear/Masking Tape
- Bus Driver Instructions and Kimmel Center Transportation Map

**Before you leave your school:**

- Take a final head count of everyone in your group (students, chaperones, and yourself) and write this number of the Final Head Count Sign with a marker
- Give Bus Driver Instructions and Transportation Map to your Bus Driver
- Exchange cell phone numbers with your Bus Driver for after the concert
- Attach Group Bus Signs to the FRONT and SIDE windows of every bus

**At the concert hall:**

- Organize your students in two orderly lines and lead them to the Broad Street entrance of the Kimmel Center or the Academy of Music
- Have someone at the FRONT of your group hold your Group Ticket Sign and Final Head Count Sign
- Staff member/volunteer will greet you and direct your group into a queue
- Usher/staff member will check in your group, collect your Final Head Count Sign, and direct your group toward your assigned seating location
- Proceed to your assigned level where ushers will seat your group

**After the concert:**

- Have your group remain seated after the concert; schools will be dismissed by group number.
- Contact your Bus Driver to find the exact location of your bus(es)
- Exit the Kimmel Center or Academy of Music through the Broad Street doors