

The following information has been designed to make your School Concert experience as smooth, seamless, and enjoyable as possible.

1. Please plan to arrive at the concert hall 30-35 minutes before the concert.
2. **Before you arrive, take a final head count of everyone in your group and put this number on the FINAL HEAD COUNT SIGN (to be provided).**
3. Tape a Bus Sign (to be provided) in both the FRONT and DOOR SIDE windows of every bus. This helps Philadelphia City police officers and concert hall security staff identify your group in advance. Give a copy of the Bus Driver Instructions to each bus driver in your group.
4. **Know your Group Number as well as the individual bus numbers for your group.** We also recommend that you exchange cell phone numbers with your bus driver(s) and share these numbers with your chaperones.
5. Buses should drive south along Broad Street. Students can be dropped off along Broad Street at any point between Locust and Pine Streets. City police and security staff will be on site to direct buses. (See the attached bus transportation map.)
6. Once your entire group is off the bus(es), lead your group to the entrance of the concert hall on Broad Street where you will be greeted by an Orchestra volunteer or staff member.
7. **Have someone at the FRONT of your group hold your GROUP TICKET SIGN (to be provided) up to the volunteer or staff member.** This person will check in your group, collect your FINAL HEAD COUNT SIGN, and then direct you toward your assigned seating location. The color of your sign helps the ushers identify your seating location quickly.
8. Enjoy The Philadelphia Orchestra's School Concert program!
9. **Please have your group remain seated after the concert.** We recommend that you assign a chaperone to contact his/her bus driver to confirm the exact pick-up location of your bus(es).
10. **School groups will be dismissed by group number** through announcements made from the stage to find their buses outside the concert hall on Broad or Spruce Streets.
11. You may find it necessary to have a chaperone from your group call your bus driver(s) or send him/her ahead to locate your bus(es).
12. Have your chaperones take a quick head count of your students as they load the bus(es)—and then have your bus driver(s) proceed south along Broad Street away from the concert hall.