

Group Leader Instructions

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.
NOTE TO SCHOOLS ATTENDING A 12:15 PM CONCERT—Groups that arrive before 11:45 AM may be asked to remain on their buses to allow schools from the previous concert to depart the Kimmel Center as quickly and safely as possible.
2. **Before you arrive, take a final head count of everyone in your group (students, chaperones, and yourself) and put this number on the provided FINAL HEAD COUNT SIGN.**
3. Tape a Bus Sign (to be provided) in both the FRONT and DOOR SIDE windows of every bus. This helps 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 recommend you exchange cell phone numbers with your bus driver(s) and share these numbers with your chaperones.
5. Students can be dropped off along Broad Street at any point between Locust and Pine Streets. Concert hall security staff will be on site to direct buses. (See the provided bus transportation map.)
6. Confirm with your bus driver to return to the concert hall approximately **ten to 15 minutes** before the performance is scheduled to end.
Schools attending a 10:30 AM concert—return to the Kimmel Center by 11:05 AM
Schools attending a 12:15 PM concert—return to the Kimmel Center by 12:50 PM
7. 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.
8. **Have someone at the FRONT of your group hold your GROUP TICKET SIGN (to be provided) up to the usher 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. In order to be seated together, **schools must check in as a group.**
9. Enjoy The Philadelphia Orchestra's School Concert program!
10. **Please have your group remain seated after the concert.** We recommend that you assign a chaperone to contact your bus driver(s) to confirm the exact pick-up location of your bus(es).
11. **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.
12. You may find it necessary to send a chaperone from your group ahead to locate your bus(es).
13. 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.