

## CONCERT GUIDELINES for TEACHERS

### Before the Concert:

- Please prepare your students by using materials from the "OUTREACH" menu: "Youth Concerts" link on [www.allentownband.com](http://www.allentownband.com)
- Students should be briefed on Concert Etiquette in advance of the concert.
- Please contact Deb Heiney at 610-737-6504 or at [debheiney@aol.com](mailto:debheiney@aol.com) at least one week in advance if your group includes any students or teachers with special seating needs, such as wheelchairs, etc.

### The Day of the Concert:

- Before leaving the school, please allow time for students to visit the restroom.
- Learn your bus driver's name and be sure you can recognize him/her.
- Plan to arrive at Miller Symphony Hall twenty minutes before concert time.

### Upon Arrival at Miller Symphony Hall:

- If you arrive by bus, please **DO NOT UNLOAD YOUR BUS(ES) UNTIL YOU ARE GREETED BY A MILLER SYMPHONY HALL STAFF MEMBER.** Also, please be sure you know the number that was given to your bus driver by a MSH staff member.
- Check in with a volunteer in the main lobby; a volunteer will guide your group to your seating area. (Seating sections are assigned on the basis of group size.)
- All students should be in their seats at least five minutes before the start of the concert.
- No food or drink is permitted in the concert hall.

### **During the Concert:**

- The use of cameras and recorders is prohibited.
- Please silence cellular phones and any other electronic devices.
- Students and teachers should remain in their seats for the entire concert.
- Restrooms are located on all levels and should be used for urgent needs only.
- If students must visit the restroom, please have an adult accompany them.
- Students not maintaining acceptable standards of behavior should be removed from the concert hall by an adult chaperone.

### **After the Concert:**

- Please remain in your seats until your school is dismissed by a MSH staff member.
- Please listen carefully and follow instructions for departing the building.
- Keep your group together as they head for their bus(es).

### **Back at School:**

- Student letters/artwork expressing reactions to the concert are encouraged.
- If you wish, use the "Reflections" link for grades 3-6 or 7-8 provided on the "Outreach - Youth Concerts" link on The Allentown Band web site.

### **Please send student responses to:**

Debra Heiney  
The Allentown Band  
1914 West Greenleaf Street  
Allentown, PA 18104