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 MSHall 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 MSHall 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

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