

THE OLD GLOBE'S FREE STUDENT MATINEES PROGRAM
FIELD TRIP INFORMATION

Thank you participating in The Old Globe's *Free Student Matinees* program! We are very happy to host your group and hope they have a wonderful time at the theatre! Please arrive **at the plaza** by **9:45 AM** the day of your trip.



Before Boarding | Students should use the restroom before boarding. Lines do get long and going during the show disrupts everyone's experience, including the actors! Please text me your final breakdown of students and chaperones before you depart.

Parking/Drop-Off | Please use the turnabout by **B (Botanical Building)** to **9 (Casa del Prado)** for drop-off and pick-up on Old Globe Way. Then, follow the path toward **12 (The Old Globe)**. You may also check our website for more [interactive information](#).

Reimbursements

We do our best to assist schools in their transportation needs, but cannot guarantee support for everyone. Please...

- Be timely booking your transportation; delays may result in higher costs or fees that we cannot cover.
- Submit invoices no later than 60 days after your trip date.
- Give us advance notice if payment must be paid prior to your trip.
- Connect with the transportation company first to check for receipt of payment.
- Ensure your invoice has the name and address of your school, the date of your trip, and the number of busses.
- Clarify, if necessary, to whom we make out the check. I.e. the school if you've already paid, the company, etc.
- Email or mail all invoices to Vietca Do and Cc our Finance team (acctspayable@theoldglobe.org).

Lunches/Storage



We suggest leaving student backpacks and lunches at home or in the classroom for easier check-in. However, we know you may want to enjoy more time at Balboa Park, so we can securely store what you bring. You will not have access to them, even during intermission, until after the performance. Please use a wagon or handcart for easy transport.

Media Releases

By participating in our Free Student Matinees performances, attendees agree to photography or media taken during the field trip. Please let us know of any students who should not be photographed and we will give them an identifying sticker so our staff knows to respect their privacy.

Thank You

We are happy to bring you and your students to share the magic of theatre, so thank you cards and letters are not necessary. However, if you still choose to do so, please address them "Dear Old Globe" or "Dear Donor" as donors love getting them, giving them another reason to continue supporting of our programs.

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