



INSTRUCTIONS FOR BUS DRIVERS AND TEACHERS FOR FIELD TRIPS TO ROPER PERFORMING ARTS CENTER

BUS DRIVERS

- **All buses will load and unload on E. Freemason Street between Granby Street and Monticello Avenue. You must turn onto Freemason from Granby Street to be facing the correct direction.**
- **DO NOT UNLOAD ON GRANBY STREET PER: NORFOLK POLICE DEPT. Look for a Police Officer to waive you in.**
- **There is no on-site parking for buses.** Your cell phone (or dispatch) number will be collected from all bus drivers and we will call each bus individually when it is time to pick up your students.
- **Please DO NOT return before you are called!** You may park at Harrison Opera House at 160 W Virginia Beach Blvd, Norfolk, VA 23510 (map attached).
- **Handivans and vehicles for special needs students:** call us at 757 822-1452 at least a week before the event so we can arrange parking in front of the theater.
- If you need information, call the theater at 757 822-1452

TEACHERS & CHAPERONES

- **Special Needs:** please call us at 757 822-1452 for accommodation at least two days before the event. If you are arranging a special vehicle for students with special needs, see above.
- **Cars and small passenger vans** must find their own parking. All parking in downtown Norfolk requires payment. We suggest Freemason Street Garage. Enter from Freemason just before Boush Street.
- **Arrival & Dismissal:** Your students will be directed into the theater and taken to their seats. Your school will be assigned a block of seats, and every attempt will be made to seat all your students together. Infrequently, we have to split the group but almost never into more than two pieces. All schools are pre-assigned their seating locations, and we cannot adjust this after seating has begun. **For dismissal, please remain seated after the program ends.** As the buses arrive, we will dismiss each school. This typically takes less than 20 minutes.
- **Latecomers:** All programs will begin on time. If your group is late, it will be seated while the program is in progress.
- **Quiet, please!** We are part of Tidewater Community College and classes may be in progress next to the lobby. Please try to keep your students' voices down.

Please call us with any questions at 822-1452. We look forward to seeing you at the Roper Center!



New Traffic Pattern February 2017

Enter E. Freemason Street from Granby Street

Look for police officer at intersection of Granby and Freemason.

Please proceed to Harrison Opera House (formerly Center Theater) to park. We will call you 5 minutes before your passengers are ready to load.

PLEASE DO NOT RETURN BEFORE YOU ARE CALLED.

Info: 757 822-1452

To Opera House Lot:

- > Left on Monticello
- > Left on Virginia Beach Blvd
- > Opera house lot is on your right in one block.

Back to pick-up location:

- > Left on Boush Street
- > Left on West Freemason Street
- > Look for traffic police in two blocks.

