

# SHAKESPEARIENCE

## Time Table & Checklist

### 1 Month Before

- Submit payment before final deadline (must pay in full 30 days prior to show).
- Integrate the Shakespearience study materials into your lesson plans.
- Secure chaperones for field trip.
- Confirm the field trip with your administration.

### 2 Weeks Before

- Begin Shakespeare unit in class utilizing the preparatory study materials.
- Show your class the free Shakespearience Pre-Show Seminar online.
- Confirm transportation.
- Confirm chaperones.

### 1 Week Before

- Check your email to make sure you've received the following from us:
  - Entrance Voucher (which is your ticket).
  - Seating chart showing your seats.
  - Parking map.
- Send parental permission slips to parents.
- Arrange lesson plans for your substitute.
- Remind administration of field trip.

### 1 Day Before

- Verify that all permission slips have been returned.
- Turn permission slips into the school office.
- Contact chaperones about departure time and length of field trip.
- Drop off lesson plans for substitute.
- Remind students of proper theatre etiquette (no cell phones, backpacks or talking).

### Field Trip Day

- Take attendance of participating students before departure.
- Check in with school office and chaperones before leaving.
- Review directions to the Alex Theatre with bus driver.
- Plan to arrive at the Alex Theatre 30 minutes prior to the show (add extra time for traffic).
- Remind students that they cannot leave the Alex Theatre once they arrive (even to go to the bus).
- Upon arrival, check in with the Alex house manager.