



PITTSBURGH SYMPHONY ORCHESTRA

SCHOOLTIME CONCERT CHECKLIST

Important items to remember

- Large school groups (over parties of 10) will not receive tickets to the concert. Check in with PSO staff upon your arrival at Heinz Hall.
- Small groups (schools with parties 10 and under, homeschools/consortia, and families) will receive tickets to the concert. Look for the sign marked "Small Group Entrance" and have your tickets ready for our usher staff to scan. Everyone in your party needs to have a ticket to enter.
- Schooltime concerts are approximately **45 minutes to 55 minutes** in length.
- **Tours** of Heinz Hall are not available on concert days. If you wish to schedule a tour on a non-performance day, please call 412-392-4850.
- Your group is responsible for arranging and coordinating your transportation to and from Heinz Hall.
- Due to the fire lane, **your school bus may not drop off students in front of the Hall**, unless you have **notified** us (by calling the Box Office at 412-392-4900) that there is an individual in your group with a physical disability unable to walk long distances.
- School bus parking is determined by City of Pittsburgh Police officers. **Your group may have to cross the street walking to and from the Hall.** Please set a good example by obeying traffic signals and officer instructions when crossing the street with your students.

Before the concert

- Make copies of the **Bus Sign** as needed to display in your bus's front right window; it is imperative that all members of your group know their bus number and school name.
- Use the **Supplementary Materials** to prepare your students for the concert.
- Preview our concert by listening to free our free **Spotify Playlists**, accessed through the [Schooltime Resource Page](#).

The day of the concert

- Arrive at Heinz Hall approximately **30 minutes prior** to the concert.
- Small groups should have their tickets ready on arrival.
- If the members of your group are arriving separately, please meet at a central location **outside of Heinz Hall** and enter together as a group to better facilitate the seating process.
- Place **Bus Signs** in the front right window of all buses.
- Remind all chaperones and students of their **school name** and **bus number**.
- Leave all **food, drink, backpacks, music devices, electronic games**, etc. on the bus. These items are not permitted inside Heinz Hall.
- Remind your bus drivers that **City of Pittsburgh Police officers** will guide them to their parking space, in the city.
- **Obtain a cell phone number for your bus driver.**