



PITTSBURGH SYMPHONY ORCHESTRA

SCHOOLTIME CONCERT CHECKLIST

Important items to remember

- Schoolttime concerts are approximately **40 minutes to one hour** in length, depending on the grade level.
- **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 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 performance.
- 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.**

After the concert

- Guide your students through the post-concert reflections and activities found in the **Supplementary Materials**.