



Maryland-National Capital Park & Planning Commission (M-NCPPC)  
Department of Parks and Recreation, Prince George's County  
5445 Landover Road, Cheverly, MD 20784  
301-277-1710 or [publickplayhouse@pgparks.com](mailto:publickplayhouse@pgparks.com)

## KNOW BEFORE YOU GO: TEACHER CHECKLIST

- ✓ Make any changes to your numbers at least 2 weeks prior to the show. We cannot guarantee seats will be available for additional patrons on the day of the show.
- ✓ Ensure your school/organization has made payment by the Payment Due Date.
  - Checks should be made payable to M-NCPPC and mailed to:  
Publick Playhouse, Attn: Group Sales, 5445 Landover Road, Cheverly, MD 20784
- ✓ Inform the Box Office of any wheelchairs/special seating requirements, or special needs at least 2 weeks prior to your show. ASL interpreters must also be requested at least 2 weeks in advance.
- ✓ Unfortunately, we do not have space to accommodate lunch; please make plans to eat on the bus or back at school.
- ✓ Review the Theatre Etiquette with your students before your visit, which can be found on the reverse of this Checklist, or online at <https://www.pgparks.com/facilities/prince-georges-publick-playhouse> (click on 'Group Sales').
- ✓ If possible, please call the Box Office at 301-277-1710 when you leave your school, so we know you are on the way.
- ✓ To ensure the safety of you and your students, all buses are required to load and unload at the rear of the building. Please **do not attempt to drop off in front of the building** on Landover Road.
- ✓ Plan to arrive early to allow time for seating. Doors will open 30 minutes prior to show time.
- ✓ Performances will begin promptly at the published start time. **If you are running late, please call the Box Office at 301-277-1710.**
- ✓ Upon arrival, please have a Lead Teacher/Group Leader ready to check-in at the box office with an accurate count of everyone in attendance that day.
- ✓ Seating is General Admission and at the discretion of house management; we are not able to hold seats so please be sure your group arrives together if you want to sit together. Latecomers will be sat in available seats and therefore may not be seated together. Large groups may have to be split up into different seating sections.
- ✓ To minimize disruption and ensure your safety, latecomers may be asked to wait until an appropriate time in the show to be seated.
- ✓ Most shows run 45 to 60 minutes without intermission; our Tiny Tots Series shows run 30 to 45 minutes.
- ✓ Per our policy, **no exchanges or refunds will be given for unused tickets the day of the show.**
- ✓ In the case of inclement weather, please check [www.pgparks.com](http://www.pgparks.com) to see if facilities are closed or call the Box Office.

*If you have any questions, please email us at [publickplayhouse@pgparks.com](mailto:publickplayhouse@pgparks.com) or call our Box Office at 301-277-1710 (M-F, 9 AM to 5 PM). Thank you for your patronage & we look forward to your visit!*



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## THEATRE ETIQUETTE

*Theatre Etiquette is described as the behavior that is considered appropriate and polite while enjoying a live performance. Proper etiquette also shows respect for the performers. Please review these guidelines with your young people before the show. Discuss the differences between watching TV or going to a movie, versus a live performance, where the people onstage can see and hear you.*

**Here are some guidelines of what kind of behavior we expect from our audience members:**

- ★ Plan to arrive 30 minutes before the published start time. This will give you plenty of time to be seated and allow for bathroom visits before the show.
- ★ If you are late, please wait until an usher can seat you at an appropriate time in the show to minimize disruption.
- ★ Seats in the theatre are for sitting; please refrain from kicking, bouncing, standing, or putting feet on them.
- ★ Please insist that your students stay seated during the show. Restroom breaks should be taken only during the show if necessary and with chaperone(s) to accompany younger children. Encourage restroom use before the show begins.
- ★ Please turn your cell phone OFF and do not send texts during the show. We understand emergencies happen, so if you need to use your phone, please exit the theatre during an appropriate break (to minimize disruption) and use your phone in our lobby.
- ★ Cameras and video equipment are prohibited in the theatre; no photography or recording is allowed during the show.
- ★ Absolutely no food or beverages are allowed in the seating area.
- ★ Only enter and exit the theatre between musical pieces/scenes. When returning, please wait at the rear of the theatre until an appropriate break before taking your seat again.
- ★ Please avoid talking to your neighbor and/or moving around during performances. This can cause a distraction for the performers onstage and will disturb other audience members. If behavior continues, an usher may ask you to leave the theatre until you're ready to return.
- ★ Remember that the performers on stage can see and hear you. If they ask you, the audience, a question, it's ok to respond!
- ★ Applaud and cheer at the end – performers enjoy knowing you had a good time!