



Dear Patron,

Thank you for choosing Spivey Hall for your summer concert experience. Below you'll find a [field trip check-list](#), [driving directions](#), [parking information](#), [check-in procedures](#), and [concert expectations](#). Please read the information carefully and let us know if you have any questions.

We look forward to welcoming you to the Clayton State University campus!

The Staff of Spivey Hall Education

PERFORMANCE PREPARATION

A great field trip experience begins with good preparation. When an audience member understands what he/she is going to experience, they enjoy the performance even more! Visit the Spivey Hall Education website for **study guides**, listening guides, and concert etiquette.

<http://www.clayton.edu/spiveyhall/study-guides>
<http://www.nafme.org/teaching-concert-etiquette/>

DRIVING DIRECTIONS

Spivey Hall is located on the campus of Clayton State University (CSU) which is located at 2000 Clayton State Blvd, Morrow, GA 30260. There is a separate map located at the bottom of the page. Directions are also available at www.clayton.edu/spiveyhall/parking-and-directions. **If your group will be late, please call the Box Office at (678) 466-4200 the day of the performance.**

STUDENT/GROUP DROP OFF

Once on campus **BUSES SHOULD USE THE BUS ROUTE SHOWN ON THE MAP BELOW.** Small buses/vans may pull into the Spivey Hall drive to drop off students. Full size buses should NOT enter the drive. Groups on buses



should be dropped off and picked up at the sidewalk on Simpson Drive (see map below). During the summer full size buses may park in Lots K & L located by the tennis courts. The cost to park is free.

PARKING (See Maps Below)

The cost to park at CSU is free as long as you park where instructed. If you park in unauthorized areas you may be ticketed.

- All Cars, vans, & buses should park in **Lots K & L** located by the tennis courts.
- Handicap parking is accessible near Spivey Hall.

CHECK-IN

Doors open 20 minutes before the start of each performance; those who arrive earlier than 20 minutes prior may need to wait in the lower lobby or outside. All groups should plan to arrive 15-20 minutes before the performance begins.

Ideally a staff member will greet you outside however if they do not, please walk through main entrance to Spivey Hall and check in with the staff member who will be standing inside the lobby or located in the Box Office. Teachers will need to confirm the name of the school they have brought as well as how many students have come. Home school families registered with a group will need know the name of their primary group and/or the name of the person who arranged the field trip.

SEATING

Seating is done at the discretion of the ushers and staff. Saving seats is not permitted. **All groups must check-in before being seated.** After they have checked in, students and chaperones will continue down the stairs in a quiet, single-file line. Seating is available on a first-come, first-served basis, and begins with the first row.

Home school families registered with a group will need know the name of their primary group and/or the name of the person who arranged the field trip. We are happy to seat you either as a group or as each family arrives but SAVING SEATS is not allowed and everyone must check-in. If you wish to sit together you must wait until the complete group has assembled.

Late Arrivals will be seated but may be asked to wait briefly to avoid disrupting the performance in progress.

ACCESSIBILITY

Spivey Hall is fully wheelchair accessible, and assisted listening devices are available for performances. If you have any special seating requirements, please notify the education department **before** arriving for the performance. Individuals requiring other disability-related accommodations, or who wish to obtain print materials in an alternative format, may contact Clayton State University's Disability Resource Center at (678) 466-5445.

BEHAVIOR & CONCERT ETIQUETTE

Please talk to your students about concert etiquette before coming to Spivey Hall. Students are expected to be quiet when entering and exiting the building and to listen during the performance. **Food, gum, and drink are prohibited in Spivey Hall,** and cell phones or other noise makers should be turned completely off. Please also refrain from bringing cameras into Spivey Hall, as **photography is strictly prohibited.** To test your students' knowledge about concert etiquette, there is a quiz available at <http://blogs.jwpepper.com/wp-content/uploads/2015/11/audience-etiquette-activity.pdf>. Spivey Hall reserves the right to dismiss any individual or group who disrupts the performance.



BATHROOMS

Bathrooms are located down the stairs and to the right. If possible, please wait to use the bathroom until after you have been seated. Students may then use the bathroom before or after the performance with the permission of their teacher *and* with the accompaniment of a chaperone. **No one is to leave the concert hall during a performance** unless it is an absolute emergency. Please make sure that the bathrooms are left in a clean condition upon exiting.

LUNCH BY THE LAKE

Food, gum, and drink are prohibited in Spivey Hall. Please let us know if you wish to lunch on campus and we will assist you. **Note that there is LIMITED indoor lunch space and it must be reserved in advance. This is done on a first come, first serve basis.** Camp groups that would like to reserve a place to eat lunch indoors **should call (678) 466-4491 well no less than two weeks in advance of the performance.** PLEASE cancel this reservation if you change your mind! There is a wait list for these spaces!



Family-friendly, globally-inspired lunches will be available for purchase at the Baker University Center on the day of the concerts.

Clayton State University has been recognized as a Tree Campus USA by the Arbor Day Foundation. School groups are welcome to eat lunch outdoors before or after the performance. Please note, however, that there is no outdoor seating available and groups are responsible for cleaning up after themselves. When students are outside, please treat Clayton State University's wildlife with respect.

FOLLOW-UP

The staff of Spivey Hall Education strives to provide an excellent patron experience. Please help us improve that experience by completing the brief survey that is emailed to you following the performance. We very much want to hear from our youngest audience members as well. Artwork, photos, letters, emails are welcome. Download the *Student Concert Experience (My letter to Spivey Hall)* page as a guide if needed. Thank you for all you do to infuse music in the lives of others, and for making Spivey Hall part of that experience. <http://www.clayton.edu/spiveyhall/study-guides>

DIRECTIONS TO SPIVEY HALL

(Call the box office if you are running late or for updated directions 678-466-4200)



From I-75

Take I-75 to Exit 233 and turn left onto Jonesboro Road (State Route 54). Drive approximately 1.5 miles to Clayton State Blvd. and turn right into the CSU main entrance. At the next light (N. Lee St.), turn right. Turn left onto Simpson Drive. Take the first right to access Lots K & L for car and van parking and for Bus Drop Off. Buses will continue past lots K & L, take the next right and follow the drive past Lot J & I to Simpson Drive. Drop off is at the entrance to the Spivey Hall driveway (clearance is 9'5")

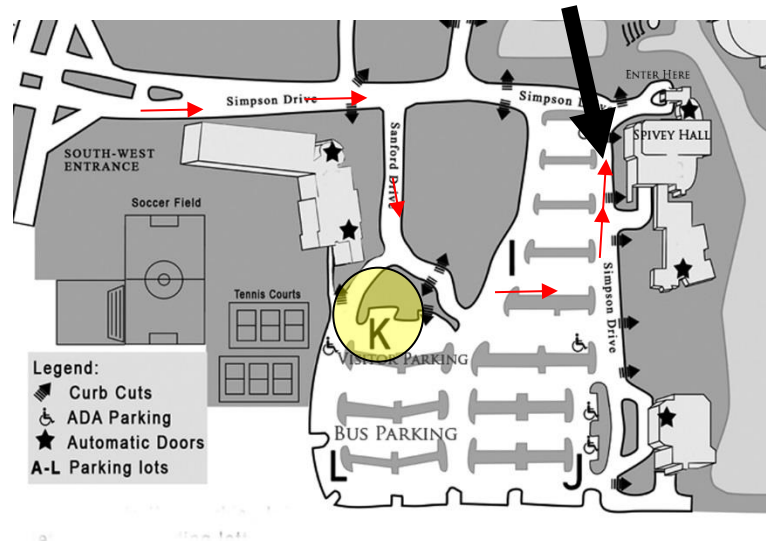
From I-285

Take I-285 to I-675. Take Exit 5 (Ellenwood) and turn right onto Forest Parkway. Turn left at second light onto North Parkway, which becomes North Lee St. Turn left onto Simpson Drive. Take the first right to access Lots K & L for car and van parking and for Bus Drop Off. Buses will continue past lots K & L, take the next right and follow the drive past Lot J & I to Simpson Drive. Drop off is at the entrance to the Spivey Hall driveway (clearance is 9'5")

BUS ROUTE TO SPIVEY HALL

SPIVEY HALL BUS DROP OFF

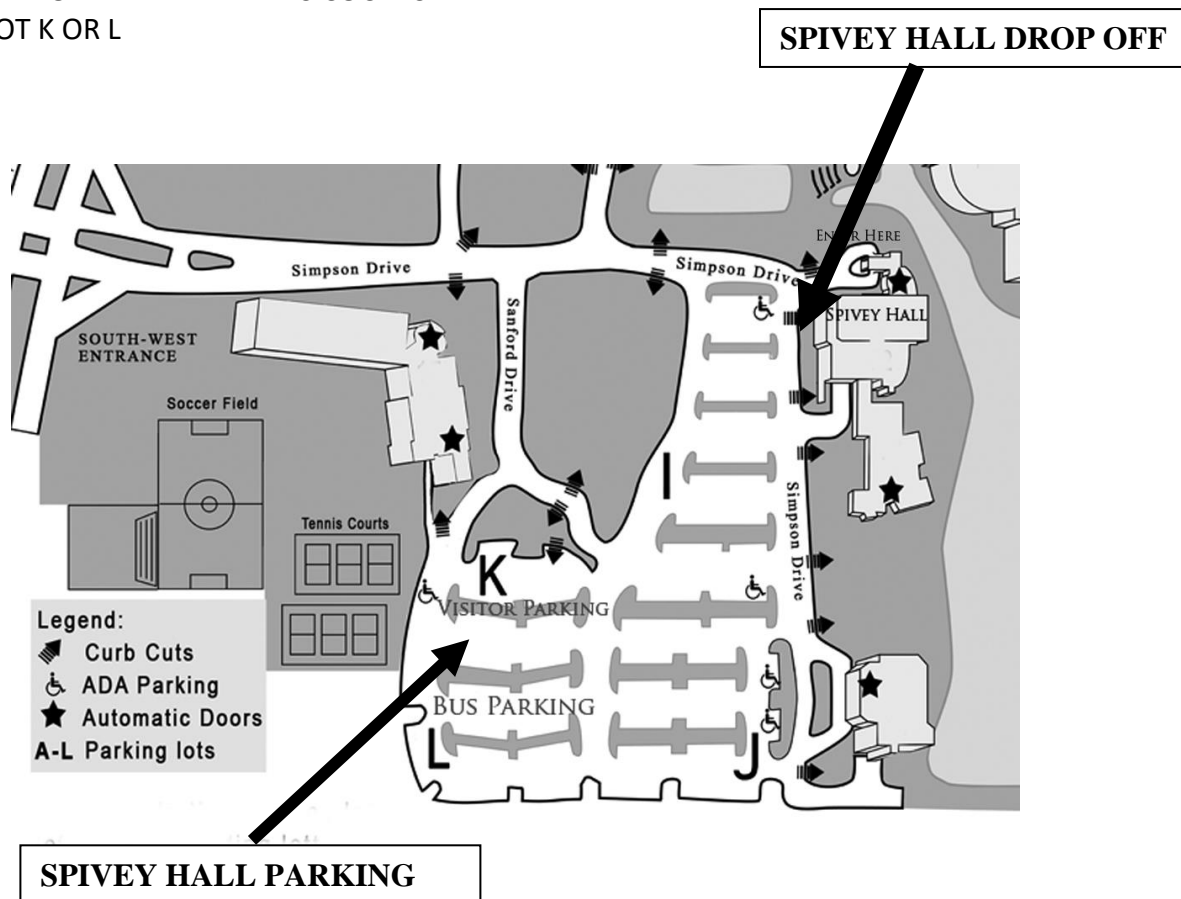
Free visitor parking is located in **Lots K and L**. Bus drop-off / pick-up and parking instructions are located on the next page.



AFTER DROP OFF – SUMMER CONCERTS ONLY!

Free Bus Parking is available by the tennis courts in the K and L Lots during the summer season.

1. TAKE **SIMPSON DRIVE** TOWARD CAMPUS ENTRANCE (NORTH LEE STREET)
2. TURN LEFT ON **SANFORD DRIVE**
3. BEAR RIGHT TOWARD THE TENNIS COURTS
4. PARK IN LOT K OR L

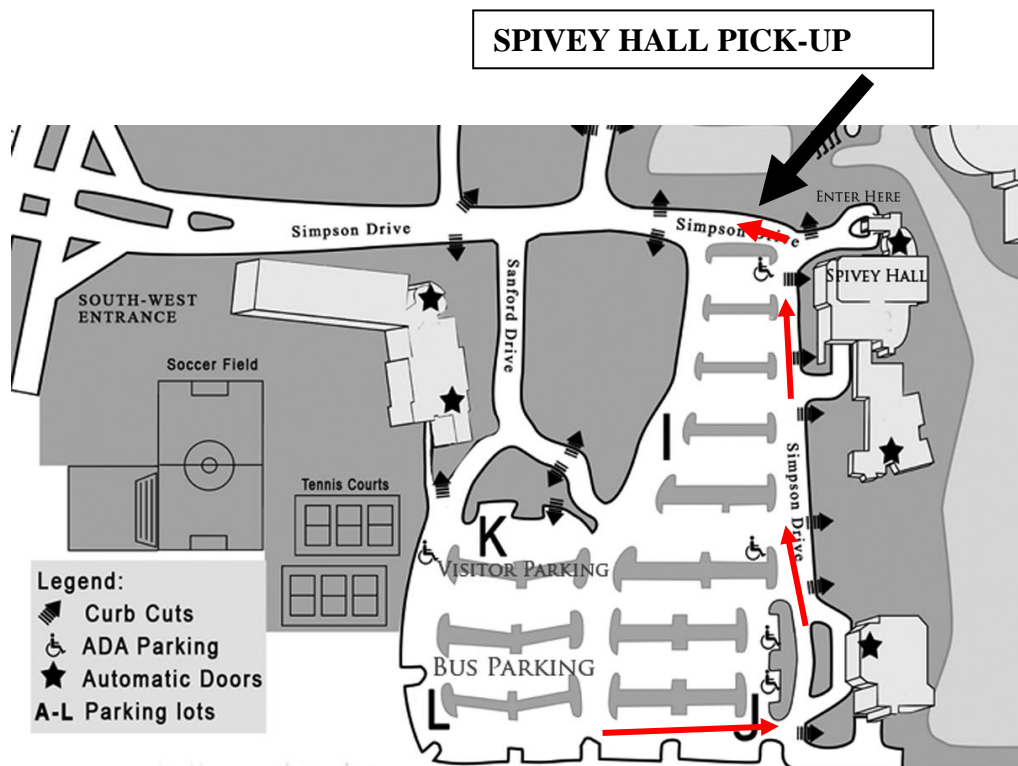


PICK - UP

Buses for the **10:15am** performance (only – no lunch, crafts, or 2nd concert) Must be lined up for Pick-up at **11:05am**.

Buses for the **12:30pm** performance Must be lined up for Pick-up at **1:20pm**.

1. EXIT TOWARD LOT J
2. TAKE **SIMPSON DRIVE** TO SPIVEY HALL
3. PASS THE SPIVEY HALL DRIVE AND PARK ON SIMPSON PARALLEL TO THE LAKE



FIELD TRIP CHECK-LIST

*** Communication and preparation are the keys to an outstanding field trip experience. Please don't hesitate to call the Spivey Hall Education offices with any questions or concerns.**

1.	Choose your Spivey Hall Experience(s). <i>Tickets are \$3 per seat in advance; \$5 at the door if seats are available; \$15 Festival Passes are available</i>
2.	Check your calendar for conflicts
3.	Pre-register and confirm your field trip booking with Spivey Hall Education. Online registration is available if you wish to pay today by credit card. <i>Tickets are \$3 per seat when purchased in advance; \$5 at the door.</i>
4.	Arrange for your group's transportation
6.	If applicable, Distribute and collect parent permission forms for students
7.	Collect monies (<i>Spivey Hall accepts cash, checks, money orders, and credit card payments – Checks should be made out to Clayton State University</i>)
8.	If applicable, Arrange for the appropriate number of chaperones per your school rules
9.	If appropriate, arrange for lunch for your group (<i>note that there is limited indoor space for lunch on Clayton State University and that such space must be reserved and confirmed no less than 2 weeks in advance.</i>)
10.	Prepare your students for their trip utilizing Spivey Hall study guides, listening guides, and concert etiquette guides
11.	Communicate transportation information (# of buses) and disability needs to Spivey Hall
12.	Communicate any changes in reservation numbers; reductions or necessary increases (<i>No Refunds will be issued after the payment due date.</i>)
13.	Submit Payment to Spivey Hall Education
14.	Confirm transportation reservations including pick-up time at school
15.	Prepare/copy directions for all bus drivers
16.	Communicate expectations to your chaperones
17.	Obtain the cell phone numbers of chaperones and bus drivers
18.	Be Safe and Have Fun!