



***EXPERIENCE* PPAC**

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**EXPERIENCE PPAC  
HANDBOOK**

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*Please note: the Experience PPAC Handbook must be reviewed by participating schools. Feel free to reach out to [brinaldi@ppacri.org](mailto:brinaldi@ppacri.org) with any questions.*

# Terms of Agreement

## Mission of Experience PPAC

The Providence Performing Arts Center is committed to creating a shared experience of live theatre for 10<sup>th</sup> grade students. Through igniting the audiences' imagination and stirring students' creativity, our goal is to broaden the cultural and educational experience for Rhode Island high school students. Our engagement and outreach performances offer unique and valuable opportunities for students to engage in the arts while developing critical thinking skills. Every selected performance features captivating entertainment that expands our humanity and infuses our lives with connectivity.

## Purpose

Experience PPAC is a statewide education initiative that enables 10<sup>th</sup> grade students from across Rhode Island to attend a matinee performance of a select touring Broadway production with their high school at no cost, with busing reimbursed. Working in close partnership with each school district, Experience PPAC supports core curriculum work, bringing it to life through this experiential learning opportunity.

## Objective

Our objective is to be clear about limitations and transparent about how we provide this service. In return, we expect participating schools to understand and agree to their level of responsibility in the success of Experience PPAC.

## Agreements for Experience PPAC

### Standard Operating Procedures

1. High schools can attend **ONE (1) Experience PPAC performance** per year.
2. Reservations are required. To reserve your seats, please go to [our website](#) and fill out a registration form for the show you would like to attend. The registration form will act as an interest form; once received, provided there is still availability, we will confirm your reservation by email.
3. Each school must have only **one (1) contact teacher** for an Experience PPAC performance. We ask that all communication comes from the contact teacher.
4. Schools should have between a **10:1** and a **15:1 student to chaperone ratio**. Chaperones can be educators or parent volunteers from the participating school.
5. Experience PPAC performances start promptly at 11:00 AM. Doors will open at 10:30 AM. Schools should plan to arrive no later than 10:45 AM.
6. Experience PPAC performances are **free** to all students and educators. Schools **CANNOT** charge a donation or suggested fee for attending any of our Experience PPAC performances as the experience and buses are provided to schools at no cost.

7. Seating at the performance is first come, first serve based upon when the buses arrive. Although PPAC will try to sit schools together, it is never guaranteed. Students on the same bus will be seated together.
8. Once your school bus arrives and parks, all students and chaperones need to exit the bus and go straight to the theatre. Schools cannot wait on the buses as we need to seat students immediately.
9. Only water and small snacks are allowed in the theatre. All backpacks, lunch boxes, and food must be left on the buses or at the schools.

### Distribution of Resources

PPAC will ask the contact teacher for the email addresses of participating teachers so that we may share the following resources with them:

1. Show Specific Study Guide (when available)
2. Audience Etiquette Guide (pgs. 6 and 7)
3. Student and Teacher Feedback Surveys

### Transportation

1. Schools need to secure their own transportation for the performance.
2. Schools must initially pay for the school buses and PPAC will reimburse the cost. For more information on reimbursement, please see the next section.
3. If your school is having difficulty acquiring buses, please contact Dana Brazil, the Director of Education, Outreach & Engagement, at (401) 574-3132 or [dbrazil@ppacri.org](mailto:dbrazil@ppacri.org) and she will assist in facilitating transportation.

### Reimbursement for Transportation

1. PPAC will **reimburse** the cost of school buses for groups of **20 students or more** attending Experience PPAC performances. PPAC is **NOT** responsible for any busing costs incurred due to last-minute changes within 48 hours of the performance.
2. Schools must pay the bus company first, then submit the invoice to PPAC. PPAC will **NOT** pay the bus company directly.
3. PPAC will only reimburse **school buses**. PPAC will NOT reimburse for charter buses unless pre-approved by PPAC's Director of Education, Outreach & Engagement.
4. PPAC will only reimburse transportation to and from the art center. Schools that make additional stops will be responsible for covering their own transportation.
5. PPAC will only accept **final invoices** for reimbursement. PPAC will not accept quotes.
6. Invoices must include the following information:
  - a. Date of the performance
  - b. Name of school and address
  - c. Pick up and drop off location(s)
  - d. Price per bus
7. Invoices must be submitted to [brinaldi@ppacri.org](mailto:brinaldi@ppacri.org) within 60 days after the performance that your school attended.

8. Reimbursement checks will be made out to and mailed to the name and address on the invoice unless schools specify otherwise.
9. Schools will receive a check for reimbursement within 30 days after submitting the invoice. It is the responsibility of the school to deposit the check within 90 days of the check being issued.

## Checklist

### Before the Performance:

- Reserve transportation for the performance. All dates and times of the performances can be found on [PPAC's website](#).
- Submit a **roster of names** for any students and chaperones who will be attending the performance by the deadline given by the Manager of Education, Outreach & Engagement.
- Submit a **coversheet** that contains the following information:

**Number of students:**  
**Number of chaperones:**  
**TOTAL NUMBER ATTENDING:**  
**NUMBER OF BUSES:**

- Send the names and email addresses of teachers who will be attending the performance.
- Review the show specific **study guide** (when available) and **audience etiquette** guide with your students.
- Ensure your school will have between a **10:1 to a 15:1 student to chaperone ratio**.

### After the Performance:

- Have all participating students and teachers complete the Experience PPAC Feedback Survey.
- Submit the bus invoice for reimbursement.

Please send all the requested materials to:

Betsy Rinaldi - Manager of Education, Outreach & Engagement  
220 Weybosset St. Providence, RI 02903  
[brinaldi@ppacri.org](mailto:brinaldi@ppacri.org)  
401-421-2997 Ext. 3181

## Audience Etiquette Guide

Dear Educator,

To fully appreciate and enjoy **Experience PPAC** at the Providence Performing Arts Center, we have compiled a list of guidelines that may be helpful for your students. We appreciate your efforts to teach them about appropriate behavior for the theatre and ask that you share the following information prior to your upcoming visit. Our emphasis on theatre etiquette is based on providing a safe environment and showing respect for all people involved in a live theatrical performance -- whether they are onstage, backstage, or in the audience. The questions below can help guide meaningful pre-show conversations.

- What are the differences between live theatre and the cinema/television? (Three-dimensional vs. two-dimensional; life-size vs. larger than life on the screen; live vs. recorded; unique vs. reproducible; etc.) Discuss the nature of film and television and mass-produced vs. the one-time only nature of live performances. Talk about original art works vs. posters or reproduced art. Why is original art more valuable than reproductions?
- What is the audience's role at a live performance vs. its role at a movie or watching television? What are some of the things that can happen at a live performance that can't happen with film or television?
- Discuss the elements that go into production for a live performance (such as lights, sets, props, costumes, stage direction, etc.). Ask students to deliberately look for these production elements as they watch the show. Observe the lighting and set changes. How do the special effects work?
- Take a good look at the architecture and decorations of the Providence Performing Arts Center. How old is the theatre building? (It was built in 1928 as a Loew's movie palace.) Imagine yourself attending a silent movie at that time - how would this be different from attending a modern movie? Why is it important to preserve buildings such as this theatre?

Thank you for preparing your students for this performance. Educator and student surveys will be sent to you in an email; please provide classroom time to complete these forms within a week after attending your selected show. Completing the surveys is imperative, as it provides valuable feedback and helps us to sustain funding to support initiatives such as **Experience PPAC**.

We want you to have a great time at our venue. If you have comments or questions, feel free to let us know. We would love to hear from you!

## Audience Etiquette Guide

1. Plan to arrive 30 - 35 minutes before the performance begins, always stay with your group, and wait for the ushers to help you find your seat.
2. Please use the restroom before the performance starts or at intermission. Keeping aisle ways clear is imperative.
3. TEXTING, TWEETING, OR OTHER USE OF CELL PHONES IS STRICTLY PROHIBITED. This can disturb the production, actors and/or audience members during the performance. It is very impolite to have these go off during the show.
4. Lights will dim just before a performance and then go dark. Show your maturity by sitting calmly and quietly.
5. Do not talk or whisper during the performance. The actors on stage and others around you can hear you, which can be very distracting. Laughter is permissible at appropriate times.
6. Keep body movements to a minimum. Don't get up and move around during the performance.
7. Cameras and recording devices - including audio, video and still - are STRICTLY PROHIBITED in the theatre and may be confiscated if used during a performance.
8. Don't leave your seat until the cast has taken their curtain call (final bow) at the end. When the performance ends, wait patiently for your group's turn to exit the theatre.
9. Face coverings are recommended, but not required, nor are proof of vaccination or COVID testing. PLEASE NOTE: these policies may vary with specific upcoming shows and guest artists; visit [www.ppacri.org](http://www.ppacri.org) for the most up-to-date regulations for each performance.
10. No gum chewing, hats, smoking/vaping, feet on seats, spitting, or throwing of any objects is allowed in the theatre.