



SAN FRANCISCO
SYMPHONY

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Concerts for Kids

Logistical Guidelines 2014-15

San Francisco Symphony

Davies Symphony Hall

Concerts for Kids Logistical Guidelines

Welcome to the San Francisco Symphony's 2014-15 season of Concerts for Kids!

The following guidelines will help prepare you and your students for your trip to Davies Symphony Hall. *Please read all of the instructions* to ensure your experience is as safe and positive as possible.

Before You Arrive

- ◇ Review the Concerts for Kids Study Guide and CD with your students to help prepare them for the concert. If you did not receive these resources by six weeks before your performance date, or you require additional resources, please contact us at cfk@sfsymphony.org or (415) 503-5337.
- ◇ Talk to your students about concert etiquette. The page titled "Pre-Concert Preparation" in your Study Guide has tips on how to be a good listener, and information about the performance to engage your students as audience members.
- ◇ If anyone in your party has special needs, please fill out the **Special Needs Form** at sfsymphony.org/concertsforkids, or contact the Education Department directly, at least **one week** before your performance.

Day of the Concert

Outside Davies Symphony Hall

- ◇ Plan to arrive at least **40 minutes** prior to your concert time.
- ◇ If you are arriving by car or bus, coordinate with your driver to be dropped off on **Grove or Van Ness** and picked up on **Franklin or Van Ness**. **Please do not drop-off students outside the Davies Hall Box Office.** We recommend you exchange phone numbers with your driver as it can be busy outside Davies.
- ◇ If possible, have your students leave their backpacks and lunches on the bus. If this is not possible, you can leave them in a container at the Coat Check.
- ◇ Refer to the map on page 3 for directions to the hall and parking recommendations for private cars.
- ◇ If your entire group is not traveling together, we strongly suggest you all meet at the statue on the corner of Grove and Van Ness.
- ◇ Once your entire group is assembled, follow the instructions of the **ushers in the green alligator shirts** to find the back of the line.
 - The line to enter the hall will start at the Box Office and wrap around Davies **clockwise**.
 - Once your group has lined up, please try to keep the sidewalk clear for other groups and pedestrians.
- ◇ A teacher or chaperone should be at the front of your group with:
 - All of the tickets for your group
 - The total number of people in your group sitting together

Children's Concerts

(grades K-3) last 35 minutes

Youth Concerts

(grades 4-9) last 45 minutes

Tips from Teachers:

- ⇒ If you are coming by bus, get your driver's **cell phone number** and **bus number** before you leave school. Before getting off the bus, coordinate a place to meet after the concert.
- ⇒ Make sure your students visit the restroom **before** they leave school! There is no intermission, and mid-concert trips to the restrooms cause the students to miss out on fantastic music!

Questions? Comments? Concerns?
Contact the Education Department at cfk@sfsymphony.org or (415) 503-5337. We are here to make your concert experience the best possible!

Day of the Concert cont.

Not Permitted

Please remind your students and chaperones that the following are not permitted in Davies Symphony Hall:

- Food
- Drinks
- Gum
- Flash photography
- Video Recording

Lost People

When you enter the hall, point out **the bench in front of the Symphony Store** to your students and instruct them to go there if they are separated from their group. If this occurs, all ushers and staff are on hand to assist you and your students.

Lost Items

If a member of your group leaves something behind at Davies Symphony Hall, please telephone 415-503-5337 the same day. After that, please call the Lost and Found Office at 415-621-6600 Monday – Friday from 8:30am–11:30am.

Inside Davies Symphony Hall

- ◇ Once you have given the usher at the entrance your tickets and the number of people in your group, please follow their seating instructions.
- ◇ Seating is **first-come, first-served**. We cannot accommodate individual requests, except for students and chaperones with special needs.
- ◇ Concerts for Kids are designed for school-age children. Please discourage parents and chaperones from bringing toddlers to the concert.
- ◇ Please seat teachers and chaperones amongst the students:
 - We recommend a 1 to 10 ratio of chaperones to students.
 - Please remind your chaperones that they are responsible for the students, and remind your students that they must listen to the chaperones as they listen to you.
- ◇ To ensure everyone's enjoyment of the performance, please take immediate action in the event of inappropriate behavior. Audience participation is a vital part of the concert experience, but quiet listening is also very important!

After the Concert

- ◇ As soon as the concert is over, you may exit. Please follow the directions of the ushers to ensure everyone's safety. Please note: you may not exit in the same place you entered, so make sure students remain together as you look for your bus.
- ◇ Sidewalks and crosswalks will be very busy! Be sure to connect with your bus driver and keep your group together.
- ◇ **Please remain on sidewalks** and do not walk in the streets. SFS Staff in orange vests will be on-hand to ensure your students can cross intersections around the hall safely.
- ◇ We regret students cannot remain in Davies Symphony Hall to eat a snack or lunch. We suggest the following places in the Civic Center area:
 - Civic Center Plaza** Grove St. & Polk St.
 - Memorial Court** Van Ness between the Opera House and the Veterans Building
 - Jefferson Square Park** Gough St. & Golden Gate Ave.
- ◇ Once you return to school, follow-up with your students by reviewing what they learned and heard at the concert. We love to hear from you and your students! Address all letters to:
 - Education Department
 - Davies Symphony Hall
 - 201 Van Ness Ave.
 - San Francisco, CA 94102
- ◇ We invite you to participate in our **Visual Arts Project** as well! Check out the back of your Study Guide for entry guidelines.

**Please share these guidelines with your chaperones before your visit.
The San Francisco Symphony looks forward to welcoming you and your students to
Davies Symphony Hall!**

Transportation

PARKING

Parking is available for buses at bagged meters around Davies Symphony Hall. Early arrival will assure you a space. Private vehicles must find street parking or use the parking lots in the general vicinity. The largest public parking lot in the private area is located under Civic Center Plaza (the park in front of City Hall) on McAllister between Polk and Larkin Streets, one block from Davies Symphony Hall (note location below). Parking for private vehicles is also available at the Performing Arts Garage on Grove between Franklin and Gough Streets (note location below). Regardless of where you park your vehicle, you will enter Davies Symphony Hall on the Grove Street side of the building (note below).

DIRECTIONS TO DAVIES SYMPHONY HALL

From the East Bay:

Take Bay Bridge to San Francisco, exit at "9th Street/Civic Center". At the bottom of the exit ramp, make an easy left onto Harrison Street moving into the right lane. Take a right on 9th Street. Depending upon parking preferences, follow the map below.

From the South Bay:

Take Highway 101 North, or, 280 North to 101. Follow exit signs for Golden Gate Bridge and take the 9th Street/Civic Center exit. 9th Street will take you to Civic Center. Depending upon your parking preference, follow the map below.

From the North Bay:

Take Highway 101 South across Golden Gate Bridge to San Francisco. After the toll gates, follow Highway 101 "Downtown" signs to Lombard Street exit. Turn left on Lombard and follow along to Van Ness Avenue. Turn right on Van Ness and follow along to City Hall area. Depending upon your parking preference, please use the map below.

