

COLORADO BALLET STUDENT MATINEE POLICIES

Questions – Cassie Wilson, cassie.wilson@coloradoballet.org

RESERVATION REQUESTS

10 is the minimum amount of seats that may be requested for all student matinee performances (5 students MINIMUM). Requests that do not meet these requirements will not be considered. All reservation requests submitted online will be reviewed individually. Once reviewed, requests will either be APPROVED or WAITLISTED in a timely manner. Once approved, your school/organization will receive an email stating your school/organization has been approved with instructions to pay either via phone with a credit card or a mailed check sent to the address below.

FINAL NUMBERS/CANCELLATION POLICY

Once your seats have been approved and confirmed, you are responsible for payment (unless performance designated as free of charge). If your group's numbers change, please let Cassie Wilson know as soon as possible. If your group cannot attend, please contact Cassie Wilson immediately. Final numbers and/or cancellations are due **three weeks prior to the performance date**. After this date, you are responsible for payment on the original number of seats reserved.

PAYMENT

Payment is due at least **two weeks prior** to the performance date, unless otherwise noted. If you cannot pay with a credit card over the phone, please make checks payable to Colorado Ballet and mail to:

**Colorado Ballet
ATTN: Education
1075 Santa Fe Dr.
Denver, CO 80204.**

Do note that we do not refund payments.

TICKETS

There are no tickets for this event. Your group name will be on a list, and the number of seats approved will be indicated on the seating map each usher and staff member will be given. Therefore, it is essential that individual families within your group know the group name in order to be admitted to the theater if they are arriving separately.

LOCATION AND PARKING

- The Ellie Caulkins Opera House is located downtown at 14th Street and Curtis Street. Exact address is 1385 Curtis Street, Denver, CO 80204.
- Parking for private vehicles is available in the Performing Arts Complex, for a fee.
- Bus parking instructions may be found [here](#).

ARRIVAL

- Groups may begin arriving and lining up in the common area in front of the theater 30-45 minutes before the performance. Doors to the lobby will open 15-30 minutes before the performance. The house will open 15 minutes before the performance.
- Ushers and Colorado Ballet staff will be equipped with seating maps to direct groups toward their seats.

PERFORMANCE

The Student Matinee performances are final dress rehearsals. Therefore, the Artistic Staff will occasionally make audible comments to the dancers, or, more rarely, even stop the performance to make changes. This enables students to have a "behind the scenes" look into the production.

INTERMISSION AND LUNCHES

- There will be one (or two, depending on the performance) 20 minute intermission(s) for restroom breaks, snacks/lunches, etc. Absolutely no food or drink allowed inside the theater! Students in violation of this request will be asked to leave the theater with a chaperone.
- You can leave packed lunches in the lobby while you enjoy the performance.
- Performance run time can be found in the study guide.

SURVEYS

- Teacher and student surveys are extremely helpful for so that Colorado Ballet can continue to offer these opportunities to students. Please send any completed surveys from the study guides either via mail to the above address, or feel free to scan, attach, and send to Cassie Wilson at cassie.wilson@coloradoballet.org. You are also encouraged to fill out the online versions of the surveys! Links are included in the study guides.
- We also love to receive artwork depicting what the students remembered and liked about the show! We often post these as inspiration for the dancers and staff, and may use them in our end of year reports for funders and board members. Please send to the above address.

PHOTOS/PHOTO RELEASE

- No personal photography is allowed during the performance, however students are encouraged to take photos of their groups in the lobby or in their seats and tag us on social media using the handles @ColoradoBalletEducation or #everybodyseedance
- PLEASE BE AWARE THAT ANYONE ENTERING THE ELLIE CAULKINS OPERA HOUSE FOR A COLORADO BALLET STUDENT MATINEE PRODUCTION, CONSENTS TO THEIR VOICE, NAME, AND/OR LIKENESS BEING USED, WITHOUT COMPENSATION, IN FILMS AND TAPES FOR EXPLOITATION IN ANY AND ALL MEDIA, WHETHER NOW KNOWN OR HEREAFTER DEvised, FOR ETERNITY, AND YOU RELEASE COLORADO BALLET, ITS SUCCESSORS, ASSIGNS AND LICENSEES FROM ANY LIABILITY WHATSOEVER OF ANY NATURE. Please see the notice of filming, photography, and observations for more info.
- If you have any students who may not get their photo taken, under any circumstances, you are responsible for alerting Colorado Ballet staff before the performance.

BABIES AND SMALL CHILDREN

The Student Matinee is designed *for students and their teachers only*. We advise you to leave your little ones at home unless they are school-age, and you have paid for their seat. Every seat in the theater is accounted for, and there is **no lap seating**. If a child of any age becomes disruptive during the performance, please exit immediately.