



SCHOOLTIME CONCERT CHECKLIST

Important items to remember

- Schooltime concerts are approximately **40 minutes to 1 hour** in length, depending on grade level.
- **Tours** of Heinz Hall are **not** available on concert days. If you wish to schedule a tour on a non-performance day, please call 412-392-4850.
- Your group is responsible for arranging and coordinating your transportation to and from Heinz Hall. **All buses must display a PSO bus identification sign.**
- Due to the fire lane, **your school bus may not drop off students in front of Heinz Hall** unless you have notified us in advance that there is an individual in your group unable to walk long distances.
- School bus parking is determined by City of Pittsburgh police officers. **Your group may have to cross the street walking to and from Heinz Hall.** Please set a good example by obeying traffic signals and officer instructions when crossing the street with your students.

Before the concert

- ✓ Use the **supplementary materials** to prepare your students for the Schooltime concert.
- ✓ Distribute **nametags** to all adults who will be entering Heinz Hall, including teachers, parents, chaperones, administrators, and bus drivers. Make sure all adults have either a nametag or school-issued ID stating their name and school.
- ✓ Make copies of the **PSO bus identification sign** as needed to display in every bus.

The day of the concert

- ✓ Arrive at Heinz Hall approximately **30 minutes prior** to the concert.
- ✓ Place **bus signs** in the front side window (next to the door) of all buses.
- ✓ Remind all chaperones and students of their **school name** and **bus number**.
- ✓ Ensure all adults attending the concert have a **visible nametag** or school-issued ID.
- ✓ If the members of your group are arriving separately, meet at a central location **outside of Heinz Hall** and enter together as a group.
- ✓ Leave all **food, drink, backpacks, music devices, cameras, electronic games, etc.** on the bus. These items are **not** permitted inside Heinz Hall.
- ✓ Remind your bus drivers that **City of Pittsburgh police officers** will guide them to their parking spaces.
- ✓ Obtain a **cell phone number** for your bus driver.