



---

# ARTS SHOWCASE HANDBOOK

---

Terms of Agreement.....	2-4
Checklist.....	5
Audience Etiquette Guide.....	6-7
Media Release.....	8
Media Release in Spanish.....	9

*Please note: the ARTS Showcase Handbook must be reviewed by participating schools. Please feel free to reach out to [gmadeya@ppacri.org](mailto:gmadeya@ppacri.org) with any questions.*

# Terms of Agreement

## Mission of PPAC's ARTS Showcase Series

The Providence Performing Arts Center is committed to providing Rhode Island schools with the highest quality performances, learning opportunities, and outreach to enrich the lives of students and educators while creating lasting shared memories. Our goal is to connect people to engaging creative performances and educational opportunities that open their hearts and minds, ignite their imaginations, and expand their experiential views. Our engagement and outreach performances offer unique and valuable opportunities for community youth to engage in the arts while developing critical thinking skills. Every season features captivating performances that expand our humanity and infuse our lives with connectivity.

## Purpose

PPAC's ARTS Showcase is committed to bringing Rhode Island students in grades K-8 to PPAC at no cost to see world class performances that connect to curriculum and social/emotional development. ARTS Showcase offers six (6) live performances, with some being offered virtually, beginning as early as October and running through May.

## 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 your level of responsibility in the success of PPAC ARTS Showcase.

## Agreements for PPAC ARTS Showcase

### Standard Operating Procedures

1. Rhode Island schools can sign up for **one live performance** and as many virtual performances as they would like. We ask that there is only one contact teacher per school reservation.
2. Schools within a 20-mile radius of PPAC in Massachusetts can sign-up for our virtual performances.
3. 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 your interest form; once received, provided there is still availability, we will confirm your reservation with an email.
4. Each school must have only **one contact teacher** for an ARTS Showcase performance. We ask that all communication comes from the contact teacher.
5. For in-person performances, 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.
6. ARTS Showcase performances start promptly at 9:45 AM. Doors will open at 9:15 AM and schools should arrive no later than 9:30 AM.

7. ARTS Showcase performances are **free** to all students and educators. Schools cannot charge a donation or suggesting fee for attending any of our ARTS Showcase performances as the experience and buses are provided to schools free of charge.
8. 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 sat together.
9. 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.
10. 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
2. Audience Etiquette Guide (Pages 6 and 7)
3. Media Release Forms (Pages 8 and 9)
4. Student and Teacher Feedback Surveys

### Media Releases

1. For most performances, all students and chaperones must sign a **Media Release Form** found on pages 8 and 9 by the given deadline. You will be notified in your reservation email if you will need to return a Media Release form.
2. Schools are required to send a **roster** of the students who do not have a signed Media Release Form.
3. Any students or chaperones that do not return the signed Media Release Form by the deadline given by the Outreach and Engagement Associate will be sat in the DO NOT FILM section.
4. If the performance is NOT being filmed, PPAC does NOT need Media Release Forms. Instead, schools are required to submit a roster with students' and chaperones' names.
  - a. All names will remain confidential and will only be looked at in the unlikely event of an emergency.

### 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 the Director of Outreach and Engagement at (401) 574-3132 or [dbrazil@ppacri.org](mailto:dbrazil@ppacri.org) and she will assist in facilitating transportation.
4. PPAC will provide free parking for school buses and school vans. PPAC will **not** provide parking for cars or any small vehicles.

### Reimbursement for Transportation

1. PPAC will provide busing reimbursement to schools that are not able to attend without busing support (must be 20 students/chaperones or more).
2. PPAC is NOT responsible for any busing costs incurred due to last-minute changes within 48 hours of the performance.
3. Schools must pay the bus company first, then submit the paid invoice to PPAC. PPAC will **not** pay the bus company directly.
4. PPAC will only reimburse school buses. PPAC will NOT reimburse charter buses unless pre-approved by PPAC's Director of Outreach and Engagement.
5. PPAC will only reimburse transportation to and from the art center. Schools that make additional stops will be responsible for covering their own transportation.
6. PPAC will only accept **final paid invoices** for reimbursement. PPAC will not accept quotes.
7. Schools or school districts should **not** make their own invoices. Invoices should be receipts from the bus company.
8. Invoices must include the following information:
  - a. Date of the performance
  - b. Name of school and address
  - c. Pick up and drop off locations
  - d. Price per bus
9. The paid invoice must be submitted to [gmadeya@ppacri.org](mailto:gmadeya@ppacri.org) within 60 days after the performance that your school attended.
10. Reimbursement checks will be made out to and mailed to the schools only.
11. 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 buses for the performance. All dates and times of the performances can be found on [PPAC's website](#).
- ☐ Submit **signed Media Releases** from your participating students and chaperones by the deadline given by the Outreach and Engagement Associate.
- ☐ Submit a **roster of names** for any students and chaperones who still wish to attend the performance but did not return their Media Releases.
- ☐ Submit a **coversheet** that contains the following information:

**Number of students:**  
**Number of chaperones:**  
**Students in the DNF section:**  
**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 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 ARTS Showcase survey.
- ☐ Submit the paid bus invoice for reimbursement.

Please send all the requested materials to:

Grace Madeya - Outreach and Engagement Associate  
220 Weybosset St. Providence, RI 02903  
[gmadeya@ppacri.org](mailto:gmadeya@ppacri.org)  
401-421-2997 Ext. 3253

## Audience Etiquette Guide

Dear Educator,

To fully appreciate and enjoy **ARTS Showcase** 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). 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 in 1928. How would this be different from attending a modern movie theatre? Why is it important to preserve buildings such as this theatre?

The performers are interested in knowing about the students' reactions to the performance. Educator and student surveys will be distributed via email; provide classroom time to complete these surveys within a week of attending your selected show. Returning the surveys is imperative, as it provides valuable feedback and helps us to sustain funding to support initiatives such as the **ARTS Showcase**.

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

## Audience Etiquette Guide

1. ARTS Showcase performances start at 9:45 AM. Please plan to arrive 30 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, unless encouraged to do so by the artist.
7. Cameras and recording devices - including audio, video and still - are STRICLTLY 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.



## Media Release Form

### Event Information

Event Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

### Photo, Audio and Video Release

I authorize the Providence Performing Arts Center to record my image and voice or that of my minor child (named below) and give PPAC and all persons or entities acting pursuant to PPAC permission or authority, all rights to use the recorded images. I understand that said images will be used for educational, advertising, and promotional purposes in all conventional and electronic media and any future media. I also authorize the use of any printed material in connection therewith. I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future/further compensation or liability, in perpetuity.

### Information (*Please Print Legibly*) & Signature

Participant \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature of Parent/Guardian of Minor \_\_\_\_\_





## Comunicado de Prensa

### Información del Evento

Nombre del  
Evento

Fecha

Ora

### Lanzamiento de foto, audio, y video

Autorizo a Providence Performing Arts Center (PPAC) a grabar mi imagen y voz o la de mi hijo menor (nombrado a continuación) y dar PPAC y todas las personas o entidades que actúan de conformidad con el permiso de PPAC o autoridad, todos los derechos de uso de las imágenes grabadas. Entiendo que dichas imágenes serán utilizadas con fines educativos, publicitarios y fines promocionales en todos los medios convencionales y electrónicos y cualquier medio futuro. También autorizo el uso de cualquier material impreso en conexión con el mismo. Entiendo y acepto que estas imágenes y las grabaciones pueden duplicarse, distribuirse con o sin cargo, y/o alterado en cualquier forma o manera sin compensación o responsabilidad futura/adicional, a perpetuidad.

### Información (Por favor imprima de manera legible) y firma

Partícipe

Padre

Correo  
electrónico

Número de  
teléfono

Firma de  
Padre/ Tutor  
de menor