

Thank you for choosing to attend one of our productions. Your tickets are enclosed alongside a receipt for your payment.

We have supplied a coloured seating plan as a guide to where your seats are located. You have been allocated complimentary tickets for adult chaperones on the understanding that these adults sit evenly dispersed throughout your group to monitor the young people's behaviour.

Please bring this seating plan in addition to your tickets when attending the theatre. This will assist our Front of House staff when seating your group.

We hope you have a great visit with us and enjoy the show!

Best wishes,
The Group Sales Team



KING'S THEATRE

2 Leven Street
Edinburgh
EH3 9LQ

FESTIVAL THEATRE

13 – 29 Nicolson Street
Edinburgh
EH8 9FT

www.fctt.org.uk

Useful contacts

Group Sales

T **0131 529 6005**

E **groups@eft.co.uk**

Education

T **0131 662 1112**

E **education@eft.co.uk**

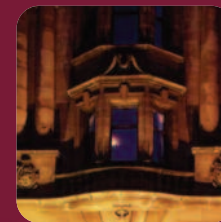
Festival City Theatres Trust is a registered charity SC018605

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THE CITY OF EDINBURGH COUNCIL

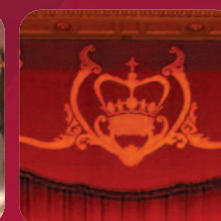
 Scottish
Arts Council



festival city theatres trust



get the most
out of **your visit...**



...to the **Festival**
and **King's Theatres**

Welcome!

We want you and your group to get the most out of your visit, so we'd like you to work with us to ensure that our entire audience enjoys their theatre experience. Please take a moment to read this quick guide before you attend one of our productions, and kindly pass the relevant information on to the rest of your group.



Before your visit

Resource packs: Resource packs are ideal for the classroom, student or anyone interested in finding out more about the production. Packs are available for selected productions throughout the year and are free to download from the education pages of our website in the 'Schools and Youth Groups' section.

Ice-creams: Did you know that you can pre-book delicious Mackies ice-creams for groups of 10 or more? Details of how to do this, and an order form can be downloaded from the Groups page on our website.

Packed lunches: There are several rooms at the Festival Theatre, and one room at the King's Theatre, that may be used free of charge to eat your lunches in – please contact our Theatre Manager on **0131 662 1112** for more information or email **conferences@eft.co.uk**

Parking: Both of our theatres are on main bus routes so if you are local, this may be your best option. Coaches and minibuses can drop passengers off outside both the Festival and King's Theatres but please be aware that traffic wardens patrol these areas. The nearest public car park to the Festival Theatre is on Niddry Street, and the nearest car park to the King's Theatre is on Castle Terrace.

Risk Assessment information: To ensure a high standard of safety for youth visits to our theatres, a full set of procedures is in place to reduce the risk of injuries to 'as low as reasonably practical'. These include: Health and Safety Policy; Child Protection/Lost Children; Risk Assessment; Emergency Evacuation; Fire Assessment and First Aid. The Festival Theatre has a dedicated first aid room, and trained First Aid staff are always available at both theatres to deal with emergency incidents.

At the theatre

Arrival

- Try to arrive about 30 minutes before the show start time so that you have enough time to find your seats, buy a programme/ refreshments and use the facilities
- Use your seating plan and disperse your adult chaperones evenly throughout your group

Mobiles

- Turn off all mobile phones (please do not just put them on silent as the vibrate function can still be heard). It can really ruin a theatre experience when a phone rings during a performance or someone is texting beside you

Noise

- Do not talk during the show – remember that the actors and other audience members can hear you!
- Avoid eating or drinking anything that may cause noise during the performance i.e. fizzy drinks, crisps or sweets with crinkly wrappers

Photography

- Photography or recording of any kind (including on mobile phones) is forbidden inside the auditorium. This is an infringement of copyright and is distracting to the performers and the rest of the audience

But most of all... please enjoy your live performance experience!

After your visit

We're always interested to know what you thought of the performance and your visit to our venue. Please email **education@eft.co.uk** to give us your feedback and/or to be added to our Education e-Bulletin list. We look forward to welcoming you to one of our theatres very soon!

Best wishes,
Education and Audience Development Officer

