

TEACHER CHECKLIST

WHAT YOU NEED TO KNOW:

- ✓ Your contact is Janice Lim who may be reached via email janice@gardnerandwife.com or mobile (012) 230 2469.
- ✓ Payment can be made via cash or cheque. Cheques should be made out to: Gardner & Wife Theatre Sdn Bhd.
- ✓ Payments can be deposited directly into our HSBC Bank account 203-415922-101. Remember to fax over the deposit slip to us at (03) 2273 1402 so that we may acknowledge your payment.
- ✓ Parents are welcome to participate and may enjoy the same rate as the students providing the school purchases their seats as part of the school group. Parents who purchase their seats separately are not eligible for the student rate.
- ✓ Your seats will only be confirmed upon receipt of payment.
- ✓ The show will begin promptly so latecomers may be asked to wait until an appropriate time before being seated.
- ✓ No photography or video recording is allowed during the show.



WHAT YOU SHOULD DO:

- Let Gardner & Wife Theatre know of any wheelchair or special seating requirements ASAP. This will ensure that all groups are seated appropriately and in a timely fashion.
- Always give advance notice of any additional seat requests for your group. Gardner & Wife Theatre needs to know at least one week in advance if there will be extra attendees. *Please note: Our shows occasionally sell out and we may NOT be able to accommodate extra patrons.*
- Make your payment no later than two weeks before your performance date.
- Pack umbrellas and/or raincoats in case of rain.
- Inform bus drivers of the designated drop-off point as per the map we will be sending you.

WHAT TO EXPECT ON THE DAY OF THE SHOW:

- Ushers and security personnel will be on hand to greet the buses. For safety reasons, students are to remain in the buses until instructed by the ushers to alight.
- Students will be asked to line-up in an orderly fashion to follow the ushers to the theatre entrance.
- We will start seating 15-20 minutes before show time so please arrive early!
- No food, drink or snack of any kind is permitted inside the theatre.
- If your group is bringing light snacks to consume after the performance, they will be seated on the floor outside the lobby.