



Thank you for choosing Actors' Playhouse at the Miracle Theatre! It is our pleasure to provide entertainment for children of all ages, and we applaud your choice to bring your classroom to one of our stellar productions!

Field trip performances are available Monday – Friday during the run of the show. Most showtimes are 10:30 AM but on occasion we offer two show days with a 10:00 AM and 12:00 PM performance. Our representative will guide you toward available dates and times that have enough seats to accommodate your group. We suggest you book early as seats are limited and sell out quickly.

In order to have a fun and safe show and ensure that everyone has an enjoyable experience at Actors' Playhouse, we have provided a few guidelines to follow when booking a field trip to the theatre.

How to Book Your Trip:

- **Fill out an Actors' Playhouse Field Trip Request Form:**
<https://www.actorsplayhouse.org/field-trip-request-form/>
- **You will be contacted shortly after to confirm the final date,** time of arrival, and your group's number of students and chaperones and our representative will issue you a contract via email.
- **We help facilitate permission from your administrators** with our prefilled Miami Dady County Field Trip Permission Packet for your convenience: https://www.actorsplayhouse.org/wp-content/uploads/2024/12/M-DCPS-Pre-Filled-Field-Trip-Packet_v2.pdf
- **Print, sign, and scan the contract, along with a letter or email from your principal committing to that date and payment for the approximate number of guests and return it to our representative within a week of receipt.** If the commitment letter or email is inconvenient you may secure your seats with a 50% deposit. Credit card payments are subject to a 3.5% fee; however cash or checks have no fee attached.
- **Two weeks prior to your performance** our representative will reach out for your final numbers and issue you a clean

accurate invoice for your book keeper to cut a check and mail it.

- **Checks should be made payable to Actors' Playhouse and mailed to 280 Miracle Mile, Coral Gables FL, 33134. Include the order number or a copy of the invoice with your payment.**
- **We do not sell single tickets at the door** to additional chaperones to honor the school or camp security procedures, however if the teacher wishes to add chaperones and there are seats available at the performance, they may do so by contacting our representatives.
- **Two days prior to the performance** our representative will contact you with final logistics and to be informed of any last-minute requests.
- **We do not give credit the day of the performance for absences.**

Transportation:

- Actors' Playhouse does not provide or cover the costs of transportation.
- We have an approved Miami Dade School Vendor to help with the recent bus shortages and costs. Carlos and Susana Bus Company offer flat-rate bus transportation to and from our performances. Contact Maggie at info@carlosandsusana.com or call (305) 261-8571 for more information.
- **Performances are 75 minutes without an intermission** so bus pick up should be scheduled for about 80 minutes after the start of the performance.

Day of Field Trip:

- **Bus drop off is on the corner of Salzedo Street and Miracle Mile at the side door entrance of the Miracle Theatre.**
PLEASE DO NOT DROP OFF STUDENTS IN FRONT OF THE THEATRE ON MIRACLE MILE UNLESS SPECIAL ARRANGEMENTS ARE MADE FOR VANS OR WHEELCHAIRS.
- Please number your buses with school name, a lead teacher on the bus, and the total number of which the bus is a part (example: Miracle School, Mrs. Miracle, Bus 1 of 3) on an 8X10 sign placed in the front seat window by the bus door. This will avoid confusion when unloading and loading students onto your buses.
- Please arrive 30 minutes before the scheduled show time.
- **Seating is arranged ahead of time and awarded in order of completed documents (Signed Contract & Principal's**

Commitment Email, or Principal Letter of Commitment, or Financial Deposit) that secure your seats. The first SECURED seats are the first ASSIGNED seats.

- Please inform us of any accessibility requirements upon booking so that we can provide an inclusive and welcoming experience for all guests.

Actors' Playhouse also requests that teachers please speak to their students about theatre etiquette and download the Student Enrichment Guide for the show that you are attending. This will provide the students with some pre-show enlightenment and get them excited for their visit!

We look forward to a successful, fun time with you and your classroom at Actors' Playhouse at the Miracle Theatre