

Field Trips FAQ

How do I book a field trip?

To make a reservation for a field trip please call 602-253-8188 Ext: 302. We will create a contract for your reservation and it must be signed within 48 hours.

How do we pay for our field trip?

- Valley Youth Theatre accepts checks, money orders, credit card payments or purchase orders. We do not accept cash.
- Each field trip should be paid for in a single payment. We do not accept payment for individual seats.
- All checks need to be sent to Valley Youth Theatre's mailing address: 807 North 3rd Street Phoenix AZ 85004. Credit card payments may be made by phone. Payments are not accepted at the theater. Please note that our office address is different than our theatre's address.
- All sales are final and there are no refunds or credits after payment has been made.

When is payment due?

Payment or a purchase order is due 30 days before the date of your field trip.

Do you accept purchase orders?

Valley Youth Theatre does accept purchase orders. A copy of the purchase order should be mailed or faxed to our office no later than 30 days before the date of your field trip.

What if we need to change the number of people attending our field trip?

All changes in group size need to be made no later than 30 days before the date of your field trip by the contact person who made the initial reservation. You may only subtract at most 20% of your total reservation. You may add seats within 30 days prior to the show but be aware that many shows sell out and there may not be additional seats available after the time of your initial booking. 30 days before the show you are responsible for payment for all seats reserved.

Do we have to pay for students who are absent or cancel at the last minute?

Yes. Once you have made a booking for a certain numbers of seats, those seats are reserved for your group and cannot be sold to anyone else.

Do you offer grants or reduced prices for Title I schools?

Since Valley Youth Theatre is a nonprofit organization and we are offering our field trip prices at a highly discounted rate we are unable to offer any further discounts from our regular \$7 per person rate for schools.

Can family members purchase individual tickets to attend field trip performances?

There are no individual ticket sales for field trip shows. Anyone attending must be part of a group that has made advance reservations. Only the designated contact person who made the original reservation may make changes to the number attending.

When should we arrive for our scheduled performance?

Please arrive no later than 20 minutes prior to show time. It takes several minutes for groups to get off the bus and get seated in the theater. Since we are located in downtown Phoenix there may be extra traffic in the morning. With two shows per day, we are unable to delay the start of the show for groups who arrive late. Please note that seating generally begins 20 minutes before show time.

What is the address of the theater?

Valley Youth Theatre is located at: 525 North 1st Street Phoenix AZ 85004. The theater is located just off of the I10 freeway, off of the 7th Street exit in downtown Phoenix. The theater is on the SE Corner of 1st Street and Fillmore.

Where should we park?

After dropping off students, bus drivers will be given instructions about where to park for the duration of the play. Vans and private vehicles will park in the VYT parking lot behind our theatre. A staff member will give you a parking pass for the vehicle window. Our parking lot is free of charge. Our parking lot is very small, therefore if it is full there are parking meters and paid parking lots very close to the theatre.

What will happen when we arrive at the theater?

If you arrive by bus, your bus will be greeted by a staff member or volunteer from the theater. They will give instructions to the group as to where they should line up outside the building, and they will also provide parking information to the bus driver. Once your group has lined up, and we are ready to begin seating everyone, we will open up the lobby doors and take each group in a single file line through the lobby doors where an usher(s) will take your group to their seats. The ushers are volunteers who donate their time to make it possible for Valley Youth Theatre to be available to school audiences. The ushers will instruct your group to fill in every seat in your designated area.

Where will we be seated?

We will create a seating plan to provide all groups the best view possible, taking into account the group size, age of the students, special needs in the group, arrival time, and the adult-to-student ratio. Seating plans are made the day of the show so we can not tell a group where they'll be seated prior to arrival.

What is the climate inside the theater?

Theaters are often heavily air-conditioned to compensate for hot stage lights. Please encourage students and chaperones to dress appropriately.

What age are Valley Youth Theatre productions appropriate for?

The VYT web site offers age guidelines for each of our shows.

Can we bring snacks or water into the theater?

Food, gum and beverages are not allowed inside the theater, so please leave all consumables at school or on your bus. Our theater has a drinking fountain available.

Where can we take photographs?

There is no photography or videotaping allowed in the theater, so please save your pictures for the lobby or outside the theater.