

Hello teachers!

We are excited to welcome you and your students to our UCM Theatre & Dance and Communication High School Workshop Day next week on Wednesday, November 18th, at the University of Central Missouri! As we finalize preparations, we want to ensure everyone is informed about important event details. Please review the following information carefully:

Check-In & Arrival Procedures

After you are dropped off, please meet us at the Highlander Theatre to find the registration table. Once there, the check-in process will include:

- Arrive between **8:30-8:45 AM**, Welcomes and Introductions start at **9:00 AM**
- Submit the photo waivers for all students in attendance (attached)
- Submit the waiver of liability form for each attendee (attached)
- Please send students inside to the theatre lobby to fill out a name tag and then into the house to sit in the audience
- Teachers - Please visit the check-in table to receive your lunch vouchers and nametags & report any non-attending students. To be environmentally friendly, we will provide information digitally for the day. We will have QR codes available with the students' schedules.
- Payment for *Shrek the Musical!* Tickets will be collected at the time of morning check-in. If your school requires an invoice for payment, please contact Sydney Crank (scrank@ucmo.edu) with the number of students, and she will provide one.

Parking and Student Drop-Off

For parking logistics:

- Bus drop-off will be along Clark Street in front of the Martin Building.
- After drop-off, buses should park in lot 32 behind the library, across from the gas station.
- Individual vehicles may park in the general visitor lot parking areas adjacent to the campus, and parking attendants will be available to guide you.

If you have any questions or require further clarification, please don't hesitate to contact us. We are looking forward to a great day with you and your students!