

chichester  
festival  
theatre

# Schools and Education Group

## Welcome Pack

# Welcome

Chichester Festival Theatre is one of the country's most loved and lively theatres. We want to help you get the most from your visit and hope that this welcome pack\* is a useful support. Latest information is available at [cft.org.uk/schools](http://cft.org.uk/schools)

## GREAT FOR SCHOOLS AND EDUCATION GROUPS

- Discounted tickets
- Dedicated groups line and email
- Pre-bookable ice creams
- 4 week reservation period
- Bespoke backstage tours
- School Theatre Days
- Workshops at CFT
- Workshops at School

\*All information is correct at time of publishing.

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## Contact details

Schools Booking: **[schools@cft.org.uk](mailto:schools@cft.org.uk)** 01243 812909

Box Office: **[box.office@cft.org.uk](mailto:box.office@cft.org.uk)** 01243 781312

Catering: **[dining@cft.org.uk](mailto:dining@cft.org.uk)** 01243 782219

Tours: **[tours@cft.org.uk](mailto:tours@cft.org.uk)** 01243 812909

Address: Chichester Festival Theatre, Oaklands Park,  
Chichester, West Sussex PO19 6AP



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**ARTS COUNCIL  
ENGLAND**



# Booking your tickets

## Booking

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- Schools and Education Groups bookings can be made by calling 01243 812909 or emailing [schools@cft.org.uk](mailto:schools@cft.org.uk)
- The Box Office is open for telephone bookings Monday – Saturday 10am – 8pm (6pm when no performance). The Minerva Theatre Box Office opens one hour before each Minerva performance.
- Please check your booking before payment as mistakes cannot always be rectified.
- Schools and Education Groups don't need to pay for tickets 10+ straight away – reserve tickets and pay the balance up to four weeks later (unless the performance date is less than 2 weeks away).
- Smaller groups may have E-tickets which will have been sent to the group bookers email shortly after purchase. Otherwise your tickets will be posted in advance of the show.

## Payment

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- Cheques are payable to Chichester Festival Theatre.
- We accept MasterCard and Visa. We also accept BACS and the details are on the Request for Payment that you will receive once your group booking has been reserved.
- Send your payment and written requirements to: Box Office, Chichester Festival Theatre, Oaklands Park, Chichester, West Sussex, PO19 6AP

## Visitors with disabilities

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- If you have members of your party with access requirements or who would like to book tickets with an Access discount you may need to join the Access List. More information and a sign up form can be found at [cft.org.uk/accesslist](http://cft.org.uk/accesslist), or you can email [access@cft.org.uk](mailto:access@cft.org.uk)
- Please inform Box Office of any access requirements at the time of booking, as it may be difficult to reallocate seats at a later date.
- Visit [cft.org.uk/accessibility](http://cft.org.uk/accessibility) for details of our access performances and facilities.

## Before your visit

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- Please check the details on your Request for Payment or tickets as soon as they arrive. Call 01243 812909 if you have a problem and we will do our best to rectify it for you.

Pre-order your ice creams to save your group queuing on the day. Email orders to [schools@cft.org.uk](mailto:schools@cft.org.uk) prior to your visit.

- Age guidance, content and themes are available on our website on each production page.
- If you require a risk assessment or proof of public liability insurance please contact us.
- Running times will be available on the website as soon as we know them (usually the week of the first performance).
- Download both the Festival and Minerva Theatre seating plans at [cft.org.uk/seatingplans](http://cft.org.uk/seatingplans)

# Information for Coaches

- **The coach drop-off point is outside the Festival Theatre**
- **The coach park is in Via Ravenna (formerly Cathedral Way)**
- **Please inform us that you will be arriving by coach at the time of booking**

**Prior to your visit**, you will receive a coach number for your driver to display in the windscreen – you will need this to enter the Theatre site.

**When you arrive**, a member of the security staff will direct your driver where to park. This is to enable your party to depart the coach safely and to ensure your driver has arranged pick up with CFT security. Please be aware of your group's safety as the driveway can get very busy pre-show.

**To arrange your pick up**, please ensure your driver leaves their mobile number with our security staff. If you arrive early, please leave the contact details with the Box Office team in the Festival Theatre foyer. We have multiple coaches attending each performance, therefore the security team will contact each coach driver with a collection time to access the site. Please be aware that there may be a short wait before your coach is called back to the Theatre. This is due to the limited space available and to ensure the safe departure of the audience after the performance.

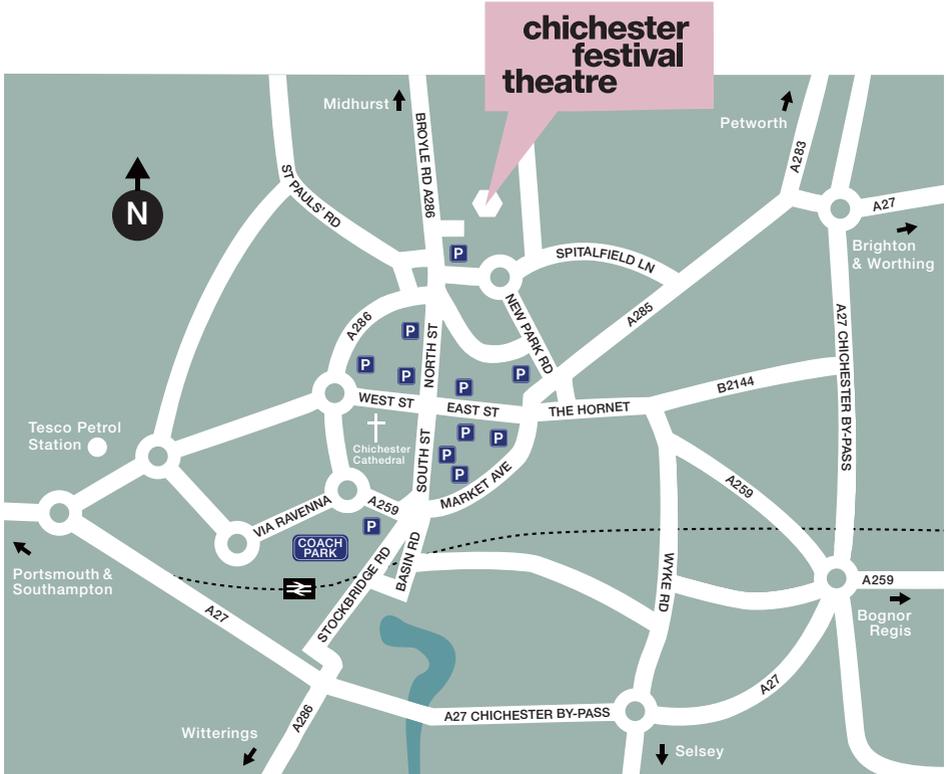
**Please note, if your coach arrives before the allocated time they may not be allowed onto the site.**

**During your visit**, if you have any questions please talk to one of the Front of House team (easily seen by their colourful uniforms) and they will endeavour to help or contact the Duty Manager.

**At the end of the performance**, it is the responsibility of the Group Leader to gather the group together. When you are ready to leave, please make yourself known to the security staff. They will require your coach number in order to inform you of your allotted collection time.

# How to find us

Before your visit, take a virtual tour and download a map of the site at [cft.org.uk/takeatour](http://cft.org.uk/takeatour)



## By Road PO19 6AP

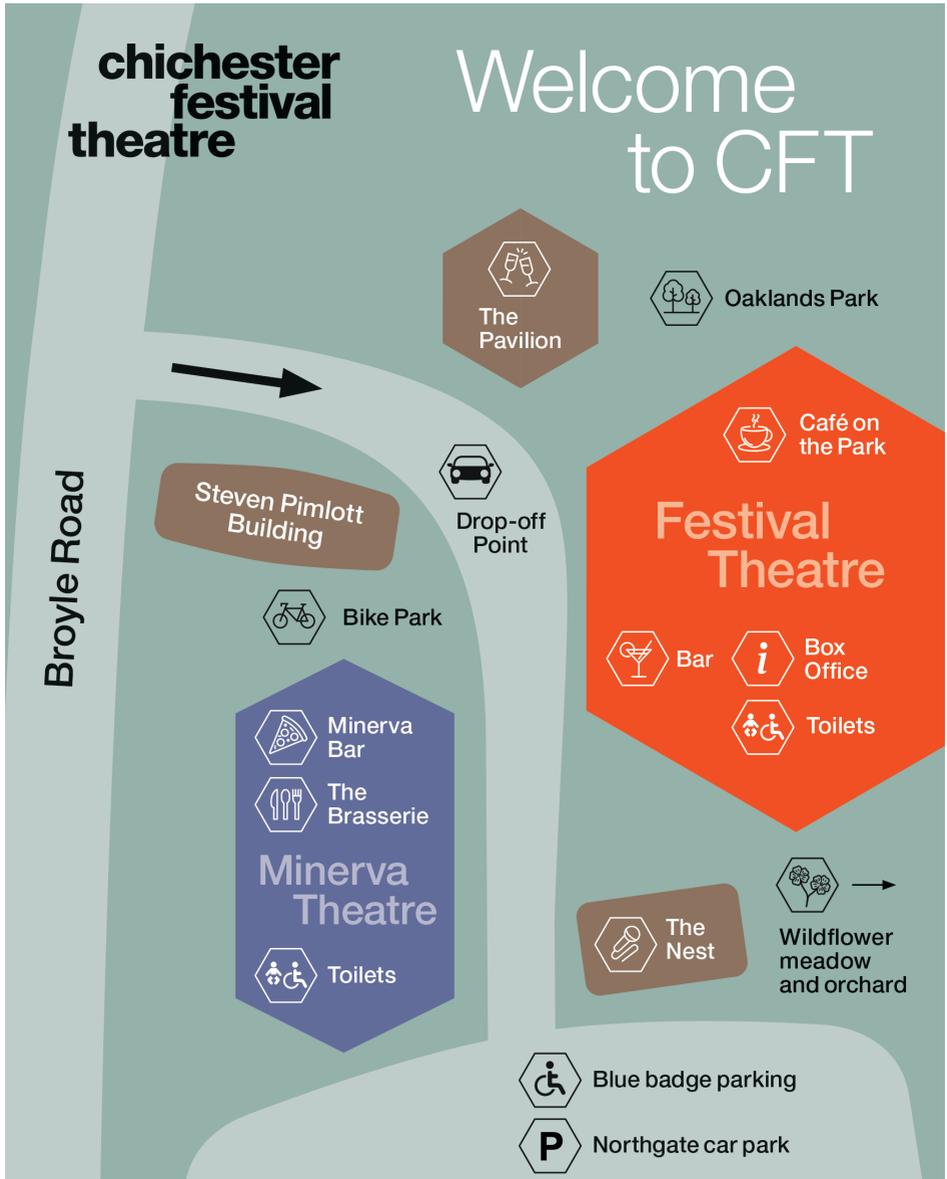
Chichester is easily accessible by road. The M27 and A27 run along the coast, linking Hampshire, Sussex and Kent. The M3 and A3, A29, A259 and A24 connect Portsmouth, Southampton, Mid-Sussex and London.

## By Rail

Chichester train station is a 20 minute walk away from the Theatre, with regular direct links to London Victoria, Brighton, Portsmouth, Southampton and Gatwick Airport. Trains to London Waterloo connect at nearby Havant. Call 03457 484950 for details or visit [nationalrail.co.uk](http://nationalrail.co.uk)

# Before you get here

Get familiar with our site with this handy map or visit [cft.org.uk/relaxed](http://cft.org.uk/relaxed) to find more detailed visual stories for the Festival and Minerva Theatre.



# Notes for Group Leaders

## Arriving at the theatre

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- Where possible, please leave any school bags on the coach to give everyone more room in their seats.

## Entering the auditorium

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- If your school arrives together (whether by coach or on foot), you won't need to distribute individual tickets. Simply speak with an usher or CFT team member on arrival and they'll guide you to your seats.
- If your students are arriving separately, we advise that you distribute tickets in advance. We also advise that you keep a list of seat numbers and names. Also please make sure that all students have a contact number and to speak with our friendly ushers if they get lost or separated from your party.
- Please note latecomers cannot be admitted in the Minerva Theatre and re-admittance is not possible.
- Latecomers or those wanting to be re-admitted to the Festival Theatre cannot be guaranteed access to the auditorium until a convenient break in the performance and may not be sat in their original seat.
- Want some guidance on theatre etiquette? Check out this blog from [perform.org.uk](http://perform.org.uk) at [cft.link/K5EAar](https://cft.link/K5EAar)

## During the performance

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- Mobile phones and other electronic devices need to be switched off.
- The use of recording equipment is strictly prohibited in the auditorium, except at the end of the show during the applause. This includes cameras, video camcorders and mobile phone cameras. If used, Front of House staff may remove the item and return it at the end of the performance.
- We ask that no 'noisy' refreshments e.g. crisps or wrapped sweets are brought into the auditorium. Theatre staff can provide you with reusable cups for drinks.
- Intervals normally last 20 minutes.

## After the performance

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- Please follow directions from the front of house team when leaving the auditorium.
- Remember to check that no personal belongings are left behind.
- It would be so helpful if you could gather any rubbish together before you depart. If you need a bin bag, please ask a member of the team who will happily help.

## First aid

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- First Aiders are on duty at all performances and can be identified by a badge on their uniform. Please contact any member of Front of House staff should you require a First Aider.

# Expand your experience

## Schools Performances

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- For productions which are particular educational interest, we add hidden performances to ensure schools access and a really fun visit for the students. These often are the same days as a Theatre Day or other workshops so you can make a full day of your visit to CFT.
- Contact us for latest information at [schools@cft.org.uk](mailto:schools@cft.org.uk)

## Insight Workshops

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- Bringing creativity, collaboration and storytelling to the heart of your very own classroom, Insight Workshops offer practical 2-hour sessions at your school for KS4 and KS5. Available for schools attending specific productions only, sessions will be limited in number so book early so you don't miss out.

## Free talks

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- Pre-Show Talks offer incredible insight into each production from rehearsal to the performance you see on stage. Booking is essential.
- To enjoy our Post-Show Talks with the company, simply stay in your seat after the show.
- Please visit [cft.org.uk/talks-and-discussions](http://cft.org.uk/talks-and-discussions) for dates and information.

## Schools Theatre days

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- Join the creative teams and technical crew for 90 minutes of insight, demonstration and discussion on the making of a production.
- Combine your Theatre Day ticket with the matinee performance for an immersive day at the Theatre. Tickets usually £15 including a ticket to the performance.

## Backstage tours

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- Some of the most famous faces in theatre have trod the boards of Chichester Festival Theatre. Follow in their footsteps, discover how we create the shows we produce, and explore our Grade II\* listed building in a bespoke school tour. For more details, visit [cft.org.uk/takeatour](http://cft.org.uk/takeatour) or contact [tours@cft.org.uk](mailto:tours@cft.org.uk).

## Food and drink

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- Enjoy barista coffee, sandwiches, and delicious cakes in the **Café on the Park** before curtain up. A wide selection of drinks are available at **The Bar**.

**chichester  
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We are  
**creatively  
ambitious**

We are  
**community  
driven**

We are  
**inclusivity  
champions**

We are  
**sustainably  
minded**

Discover more  
at [cft.org.uk/values](https://cft.org.uk/values)