



2026-2027 Interactive Field Trips at BPACC Policies and Procedures

Registrations: Bartlett school groups grades 3rd-12th can submit a booking inquiry for a 2026-2027 Interactive Field Trip at BPACC by completing a registration form [here](#).

Pricing: 2026-2027 Interactive Field Trips are priced by the number of classrooms (max. 35 students) booked. Each classroom registration of \$325 (or \$275 for Title I schools) for an Interactive Field Trip covers the admission of *up to 35 students*. Additional student attendees will be charged accordingly. *Please note, the maximum number of students we are able to host for an Interactive Field Trip varies based on a number of factors, including staffing and space availability. The Orpheum Theatre Group reserves the right to set the maximum capacity number for any Interactive Field Trip at registration based on these varying factors.*

Chaperones: Teacher and school support staff admission will be complimentary. We typically encourage 2-4 adults (teachers and other school staff) to attend per classroom. In order to provide the best interactive experience for students, additional chaperones (parents, caregivers, family members, etc.) may be asked to wait in the lobby for the duration of the Interactive Field Trip.

Payment: A 40% non-refundable deposit is required within sixty (60) days of the date of the field trip to hold the reservation. Full payment is due four (4) weeks prior to the date of the field trip. In the instance that deposits or full payments cannot be made prior to the deposit due date or the reservation date, please notify Kensie Walker at mwalker@orpheum-memphis.com to discuss alternate options to secure your reservation. Payments can be made by credit card, cash, check, or cashier's check and be paid to "The Orpheum Theatre Group attn. EDUCE". Payments go directly to the Education and Community Engagement Department and do *not* go through the Box Office. Specific information will be included in the invoice and registration confirmation.

Refund Policy: All deposits are non-refundable. Once paid, the balance payment is not refundable if a group decides to cancel or is unable to attend for any reason. If a group is unable to attend, best efforts will be made to reschedule to an alternative date, subject to staffing and space availability. Refunds will only be issued if The Orpheum cancels an event. Interactive Field Trips at BPACC will follow Bartlett City Schools' inclement weather policy, e.g. if Bartlett City Schools' close for inclement weather, The Orpheum will work to reschedule any field trip on that day.

Arrival: We start promptly at the scheduled start time but encourage school groups to plan to arrive between 5-15 minutes before the start time. All Interactive Field Trips at BPACC will be held in the Bartlett Performing Arts & Conference Center at 3663 Appling Rd, Bartlett, TN 38133. Our Education and Community Engagement Department staff will meet the group in the lobby upon arrival.

Accessibility: The Orpheum Theatre Group strives to make the arts available to everyone. We offer many services for patrons with special needs. During registration, please indicate any accessibility arrangements your group will require (i.e. wheelchairs, listening devices, ASL interpreter, etc.). Contact Kensie Walker at mwalker@orpheum-memphis.com or (901) 529-4242 with any questions.



Parking: BPACC staff will meet buses as they arrive and direct them to their parking location on-site.

What to Wear: We suggest that students and participants wear closed-toe shoes and breathable clothing that is comfortable and easy to move in.

What to Bring: We encourage students to bring their own water bottles to stay hydrated through their Interactive Field Trip. Please note, only water is permitted and there is a water fountain available for refills.

Snacks: New this year, we will be adding a snack break with a complimentary snack for each student to all our Interactive Field Trips. Please indicate any allergy needs or dietary restrictions in your registration form so we can plan accordingly.

All questions and concerns should be directed to Kensie Walker at mwalker@orpheum-memphis.com or (901) 529-4242.