



# Attending an Academy Event

When attending an event at Sandwell Academy, please ensure the following guidelines are met at all times:

- The event will start promptly at the published time, please check your invitation/ticket for details.
- Students are expected to be accompanied by a parent/carer throughout an event.
- Please arrive **at least 15 minutes before** the event start time to allow for parking and seating.
- If tickets have been issued, please ensure you bring your tickets to the event.
- If you arrive after the published start time, you may be required to wait for an interval before being seated or you may be directed to a seat at the rear of the theatre, if available. In certain cases, for example when aisles are used throughout a production, late arrivals may be refused entry.
- No food or drink is to be consumed in the Theatre.
- Please switch off mobile phones before the event begins.
- The Academy reserves the right to refuse entry.
- Refunds cannot be given due to non-attendance, lateness or refused entry.

*Thank you for your co-operation and support.*