March 13, 2017

Dear Educators,

Welcome to the 2017 *Archives Alive!* season. Our season will start in a little over two weeks. In order to make your experience as enjoyable and stress free as possible, I would like to share some information.

The Archives is located in the James C. Kirkpatrick Information Center at 600 West Main Street in Jefferson City. However, buses will need to turn onto Bolivar Street which circles around the back of the building and drop students off on Harrison Street which runs in front of the building and is perpendicular to West Main. That way, students do not have to cross in front of any traffic. It is a very short walk to the front door of the building. **Buses should not pull into the drive in** **front of the building**. They will not be able to negotiate the turn to leave the circle and will have to back down. Signs will be posted. **It is imperative that your bus driver is aware of this problem.** Besides being dangerous, this creates a traffic jam for other schools trying to drop off students, too.

According to the Capitol Police who supervise all the state parking lots, there are two options for parking. The first option is to pull in the large parking lot across from the James C. Kirkpatrick building (Lot # 18) and stay with the bus, so as not to block parked cars. **Absolutely no leaving the bus unattended**. Be aware that this lot is usually full. OR There is bus parking in the 200 block of State Street by the train station. To reach State Street from the JCK State Information Center, take a left off of Harrison Street onto West Main. Take West Main around the Capitol (it will become Capitol Avenue) and continue on Capitol Avenue until you reach Madison Street. Take a left onto Madison Street and continue on until it dead ends into State Street. Buses may be parked on State Street. There is no charge for parking in either area. **We suggest you drop students off and then secure parking.**

When your group arrives, they will be greeted outside the building by our publications photographer and a group picture will be taken to be sent to your local newspaper. A photo permission form will need to be completed and turned in at the front desk before leaving. If you can arrive at least 10-15 minutes before your scheduled event, that will help with the photo session. **If you arrive exactly at performance or tour time, the photo session will be skipped.**

Immediately upon entering the building, your group will be directed either to the Interpretive Center for the *Archives Alive!* performance or to a docent who will direct the group to the area for your tour, if it is scheduled before the performance. If your tour is after the performance, the docent will come get your group in the Interpretive Center. **Not all groups have scheduled tours**. Both the tour and the performance are on the first floor. The performance runs about 45 minutes and the tour is usually an hour long.

There are only a few built in chairs in the Interpretive Center, so most of the audience will be sitting on the floor. We ask that adults be willing to stand along the sides and at the back. **Students will be seated first and then adults as room permits.** Please inform your chaperones, so they will be aware of the situation. The performance is interactive and the students need to have the best seats in the house!

There are restrooms available on the first floor directly behind the front information desk and down the brick hallway. **A chaperone needs to accompany any students who use the restrooms**. If you have a large group and plan to use the facilities, allow extra time in your schedule so that you do not miss the performance or the tour. There are only two restrooms on the first floor, so with multiple groups here at the same time, the process may be slow. We try to begin performances and tours on time. Please allow extra travel time to insure you can arrive on time. If there is a situation we need to be made aware of, please contact our information desk at (573) 751-4936.

We are expecting around 5,400 students during this season. *Archives Alive!* will have from 185-225 in the audience each performance and some tours will have 100-150 people involved. This means that there will be lots of bodies in the building at one time! For safety and security, we will need students to help us by not using the elevators and by staying with their chaperone and group. **In addition, to help with overcrowding, please** **leave backpacks, food, and drinks on the bus.** We do not have dining facilities. If you have any questions or concerns ahead of time, please contact Emily Luker at (573) 526-5296 or at emily.luker@sos.mo.gov.

We are looking forward to your visit to the Archives!

See you soon,

Emily Luker

Historical Educator

Missouri State Archives