



Apollo Education Programs Planning for Your Apollo School Tour

Thank you for scheduling your Apollo School Tour visit!

To prepare your students for their Tour of the Apollo Theater, please schedule time to view the ["Welcome to the Apollo Theater!"](#) video.

Payment Policies

Once you have scheduled your School Tour, you will receive a tour agreement. The tour agreement will outline the total cost of your School Tour visit. A \$50 non-refundable deposit is due no later than two weeks after you have scheduled your visit. The remaining balance or a purchase order is due at least three weeks before your scheduled School Tour visit. All reservations made within three weeks of the scheduled School Tour date must be paid in full within one week of your order date. Due to high demand, if full payment or a purchase order is not received by the payment due date, the Apollo Theater reserves the right to cancel your School Tour reservation.

Please note: All payment and purchase orders are due before the scheduled School Tour date. There are no refunds or exchanges. We reserve the right to amend your School Tour itinerary according to the availability of on-site resources. In the rare event that a cancellation is necessary, every effort will be made to reschedule your visit.

Payment Methods

The Apollo Theater Education Program accepts:

- Credit Card (Visa, American Express, MasterCard, and Discover)
- Business Check – made payable to *Apollo Theater Foundation Inc.*
- Money Orders
- NYC Department of Education Purchase Orders

Apollo Theater NYC Board of Education Vendor Code: 133630066

Directions

By NYC Subway

- Take the A, B, C or D trains to 125th Street and walk east to the Apollo Theater.
- Take the 2 or 3 trains to 125th Street and walk west to the Apollo Theater.
- Take the 4, 5 or 6 trains to 125th Street and then either take a taxi or a bus Westbound to 8th Avenue/Frederick Douglass Boulevard and walk east to the Apollo Theater.

Driving

- Please map your route using the online map [here](#).
- Please click [here](#) for more information about parking garages.

Important information for BUS DRIVERS

There is no parking at the Apollo Theater. The driver may drop off and pick up students in front of the building. Please arrange a pick-up time with the bus driver before you check-in.

Arrival and Check-in

Plan to arrive 5 - 10 minutes before your tour. Groups cannot enter the Theater before 9:45am. The tour will start promptly at the scheduled time. Your tour may be modified if your group arrives late.

Upon arrival, please identify yourself to the security guard on-duty. An Apollo Education Program representative will be contacted to greet you and your students.

In case of an emergency, please call 212-531-5360.

Group Responsibilities and Guidelines

- You are responsible for the behavior of your students while you are in the Theater.
- Running and rough play are prohibited.
- No chewing gum, drinks, or food are allowed in the Theater.
- The Theater reserves the right to refuse or dismiss any group for misconduct.

Helpful Hints

- There is no coat check at the Theater.
- There are no lunch facilities on site.
- You are welcome to take photographs. Videotaping is not allowed in the Theater.
- You may arrange ahead of time for the gift shop to be open after your scheduled tour.