

Plaza Theatre Private Tours

DESTINATION EL PASO



Booking & Inquiries

- Online: elpasolive.com/venues/plaza/tours
- Email: Diana Thornton – dthornton@destinationelpaso.com



Tour Scheduling & Coordination

Available by request and subject to:

1. Theatre availability and approval by Destination El Paso
2. Availability of a trained docent from the El Paso Community Foundation

Tour Scheduling Process

1. **Private Tour Requests** (Handled by Destination El Paso):
 - Group size
 - Special needs or accessibility requirements
 - Caregiver/attendant details
 - Transportation and security needs
2. **School Tour Requests** (Handled by Destination El Paso):
 - Educational objectives
 - Number of students and teachers
 - Special accommodations
 - Drop-off/pick-up coordination



Tour Guidelines & Policies

1. **Backstage Access:**
 - No access to the McKee Stage House (including back of house, stage, etc.)
2. **Performance Days:**
 - No tours during scheduled performances.
3. **Group Size Limits:**
 - Max 40 people per tour
 - Groups over 25 people require two Security guards

- Special needs tours limited to 10 participants

4. Children:

- No children under 12 years old (including infants) allowed in upper levels (mezzanine, balcony, Alcantar Sky Garden) without docent and Security approval

5. Advance Booking:

- Tours must be booked no more than one (1) month in advance
- All tours are subject to cancellation

6. Cost:

- All tours are free of charge

7. Summer Restrictions:

- No tours in June, July, or August when AC is turned off on non-performance days
- Exceptions: During events such as the Plaza Classic Film Festival, when cooling is active (at Destination El Paso's discretion)

8. Tour Start & Duration:

- Begins in MacGuire Hall
- Length: Up to 90 minutes
- First 15–20 minutes: Intro/history session
- Doors lock after tour departs; late arrivals will not be admitted

9. No-Shows:

- If no guests arrive within 15 minutes, the docent may leave and will notify the Box Office

10. Tour Separation:

- Public and private tours will not be combined to ensure a quality experience for all

11. Conduct Policy:

- Docents and Security reserve the right to remove disruptive participants (e.g., wandering off, talking over the docent, failing to follow instructions)

12. Media & Privacy:

- Organizers agree not to publicize private tour details via media, social media, email blasts, or similar channels

13. Special Needs Disclosure:

- Organizers agree to provide a list of guests requiring accommodations (wheelchairs, walkers, cognitive delays, etc.)

14. Photography Guidelines:

- Personal photography is allowed for private use (including personal social media)
- Not permitted for use in promotional materials, websites, or social media intended for organizational advertising

15. Parking:

- Attendees are responsible for parking
- Paid parking is available at meters, nearby garages, and the El Paso Convention Center at posted rates



Contact Information

For any inquiries or additional questions, please reach out to:

Diana Thornton

Destination & Services Manager - Visit El Paso

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