



Theatre Communications Group  
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*Expanding the Theatre Manager's Repertoire*  
**August 5–7, 2007**  
**San Francisco, CA**

## GENERAL INFORMATION

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### Hotel Information

[The Sir Francis Drake Hotel](#)

450 Powell Street

San Francisco, CA 94102

800-227-5480

**\$159/night plus tax, single or double**

This 1928 historic Kimpton Hotel is a true masterpiece. Hotel guests are welcomed by a grand lobby with classic crystal chandeliers, gilded ceilings and a curved marble staircase leading to the mezzanine lounge overlooking Union Square and the Powell Street cable cars. Intimate seating areas have regal, custom-designed luxury furnishings and select hotel guestrooms feature spectacular views of the city, San Francisco Bay and the Bay Bridge. In keeping with the services and amenities expected of the Sir Francis Drake Hotel, all of the hotel suites and guestrooms feature:

- Complimentary high-speed Internet access in all our guestrooms and hotel suites
- Television with cable, on-command movies, complimentary movie channel
- Fully stocked honor bar/refrigerator
- Iron, ironing board and hairdryer
- "Forgot It? We've Got It" essential travel items
- Phones with voice mail modem hook-ups
- Mind. Body. Spa" program with in-room spa services, Yoga channel on every TV and complimentary yoga accessories for use during your stay

There are 3 restaurants/bars in the hotel including: [Caffe Espresso](#), with coffees, sandwiches, pastries, cocktails/wine service and outdoor seating off Union Square; [Scala's Bistro](#) offers an Italian and French inspired menu and faces Powell Street cable cars on Union Square; and [Harry Denton's Starlight Room](#), a luxury nightclub on the 21st floor with San Francisco views, offering cocktails, live entertainment, and dancing.

### Meeting Information

All training sessions will be held in the [Franciscan Ballroom](#) on the Mezzanine level of the Sir Francis Drake Hotel.

### Conference Attire and What to Pack

Dress, throughout the training session, is informal. In San Francisco, during the months of summer, days can be foggy and chilly or warm and bright (or both during the same day) and evenings can be downright cold. (Remember Mark Twain's quote, "The coldest winter I ever spent was a summer in San Francisco?" He wasn't kidding.) Dress in layers, and bring a jacket.

## Schedule

### Sunday, August 5

3:00 p.m.—7:00 p.m. Session 1  
7:00 p.m.—8:30 p.m. Cocktail Reception

### Monday, August 6

8:30 a.m.—9:00 a.m. Breakfast  
9:00 a.m.—12:45 p.m. Session 2  
12:45 p.m.—1:45 p.m. Lunch  
1:45 p.m.—5:30 p.m. Session 3

### Tuesday, August 7

8:30 a.m.—9:00 a.m. Breakfast  
9:00 a.m.—12:45 p.m. Session 4

## Food and Drink

Your registration fee includes two breakfasts, one lunch, various coffee breaks and a Sunday night cocktail reception. You are on your own for dinners.

## Parking

Hotel Parking:

Overnight parking fee is \$44 plus tax, and oversized vehicles are \$49 plus tax.

Parking Alternatives in downtown San Francisco (all 24 hour parking):

| LOCATION   | RATES                                  |
|--|--|
| <b>750 Bush Street</b><br>Between Powell & Mason<br>415-544-9170   | \$2.50 every 20 min.                   |
|  | \$15 up to 12 hrs                      |
|  | \$20 12 hrs - 24 hrs                   |
| <b>Crown Plaza Garage</b><br>480 Sutter<br>Between Sutter & Bush<br>415-398-8900 x7110<br>In & out privileges  | \$2.50 every 20 min.                   |
|  | Maximum \$30                           |
|  | Early bird special: \$14 M-F, 10am-6pm |
| <b>Union Square Garage</b><br>333 Geary<br>Between Powell & Stockton<br>415-397-0631<br>No in & out privileges | \$2: 0.5 - 1 hr                        |
|  | \$3: 1 - 1.5 hrs                       |
|  | \$4: 1.5 - 2 hrs                       |
|  | \$6: 2 - 2.5 hrs                       |
|  | \$8: 2.5 - 3 hrs                       |
|  | \$9: 3 - 3.5 hrs                       |
|  | \$10: 3.5 - 4 hrs                      |
|  | \$11: 4 - 4.5 hrs                      |
| \$25: 7 - 24 hrs   |  |

**\*PARKING RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

## Transportation to/from the Airport

### Taxi:

Taxis depart from the [designated taxi zones](#) located at the roadway center islands, on the Arrivals/Baggage Claim Level of all terminals.

Uniformed taxi coordinators are stationed at the taxi zones from 7:00 a.m. to 1:00 a.m. to assist passengers with questions or concerns.

Approximate Rate to Downtown San Francisco: \$35-\$40.

### Public Transportation:

#### BART Rapid Rail

[BART](#) operates rapid rail service to San Francisco and the East Bay directly from SFO.

BART fares are only \$5.15 from SFO. The [SFO BART Station](#) is located on the Departures/Ticketing Level of the International Terminal (Boarding Area G side). BART is easily accessed from any terminal by riding SFO's [AirTrain](#) to the Garage G/BART Station stop. There is no charge to board AirTrain.

#### Door-to-door vans:

Vans provide service between SFO and passenger-specified locations in shared ride vans.

Depending on the number of passengers, door-to-door vans may make multiple stops.

Fares range from \$15-\$19 with discounts for additional passengers in the same party.

From the airport: Van service is available on a walk-up basis. However, passengers are advised to make reservations for service after 11:00 p.m. Door-to-door vans pick up on the Departures/Ticketing Level from the [roadway center island](#) at all terminals.

To the airport: Advanced reservations are required. Please contact the service provider directly. Door-to-door vans drop off at the terminal curbs on the Departures/Ticketing Level of all terminals.

Door-to-door vans serving SFO include the following:

| COMPANY                    | TELEPHONE  | WEB ADDRESS  |
|----------------------------|--|--|
| Airport Express            | 415.775.5121   | <a href="http://www.airportexpresssf.com">www.airportexpresssf.com</a>                     |
| American Airporter Shuttle | 800.282.7758 or<br>415.202.0733                            | <a href="http://americanairporter.onsmartpages.com">americanairporter.onsmartpages.com</a> |
| Bayporter Express          | 877.467.1800 from SFO<br>or<br>415.467.1800 outside<br>SFO | <a href="http://www.bayporter.com">www.bayporter.com</a>                                   |
| Bay Shuttle                | 415.564.3400   | <a href="http://www.bayshuttle.com">www.bayshuttle.com</a>                                 |
| Lorrie's Airport Shuttle   | 415.334.9000   |  |
| SuperShuttle               | 415.558.8500   | <a href="http://www.supershuttle.com">www.supershuttle.com</a>                             |

## Directions

Directions to the Sir Francis Drake hotel in San Francisco from the south (Peninsula, including SFO Airport)

- Take 101 North to San Francisco toward the Bay Bridge
- Take the 4th Street exit (last San Francisco exit)
- 4th Street becomes Bryant; continue on Bryant to 3rd Street
- Turn LEFT onto 3rd and continue 4 1/2 blocks, crossing Market Street
- Turn LEFT onto Geary and continue to Powell
- Turn RIGHT onto Powell
- Sir Francis Drake Hotel is on the corner of Powell and Sutter Streets, in Union Square, San Francisco

Directions to the Sir Francis Drake hotel in San Francisco from the north (Marin & Wine Country)

- Take Hwy 101 South to San Francisco
- Cross the Golden Gate Bridge and take the Lombard Street exit
- Take Lombard Street (Hwy 101) to Van Ness Avenue
- Turn RIGHT on Van Ness Avenue
- From Van Ness, turn LEFT onto O'Farrell Street
- Turn LEFT onto Powell
- Sir Francis Drake Hotel is on the corner of Powell and Sutter Streets, in Union Square, San Francisco

Directions to the Sir Francis Drake San Francisco hotel from the east (East Bay and Oakland International Airport)

- Take Hwy 80 West to San Francisco
- From the left lane on the Bay Bridge take the 5th Street exit
- Turn RIGHT onto 5th street and continue to Market street
- Cross Market (5th will become Cyril Magnin Blvd.)
- Continue 2 blocks to O'Farrell Street, turn RIGHT onto O'Farrell
- Turn LEFT onto Powell
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