

School Field Trip

ORDERING * PACKET *

The following procedures apply to all school matinee performances as well as Discovering the Performing Arts field trips.

REGISTRATION INSTRUCTIONS

Please complete the order form and retain a copy for your records.

- Forms and payment should be returned to:
School Field Trips
Playhouse Square
1501 Euclid Avenue, Suite 200
Cleveland, OH 44115
schoolprograms@playhousesquare.org
- Forms also may be faxed to the attention of School Field Trips at 216-771-0217. Orders will only be accepted by fax when accompanied by a school purchase order or credit card number for payment (see payment instructions below).
- Registration by phone is not accepted, but we are happy to answer your questions.**
- You will receive a confirmation within two weeks of receipt of your order and deposit. If you have not received a confirmation within two weeks, please re-submit your order and contact us at 216-348-7909.

TICKET PRICES

School Matinee Performances

School groups greater than ten (10): \$6 per ticket

Cleveland Metropolitan School District: \$3/ticket for all afternoon shows;

\$6/ticket for all morning shows

Small groups ten (10) or fewer: \$11 per ticket

For every 20 seats purchased, one (1) teacher/chaperone may attend free of charge. Additional seats should be purchased to accommodate the teacher or chaperone requirements of your school or group.

Discovering the Performing Arts Field Trips

Students: \$6 per ticket

Adults: Free

Pizza lunch: \$4 per person, regardless of age

PAYMENT INSTRUCTIONS

- A 20% non-refundable deposit is required at the time of your registration. Payment can be made in the form of a check (school or personal), MasterCard, Visa, American Express or Discover. If these options are not available to you, a school purchase order is a legally binding document which may be submitted in lieu of a deposit to secure your order. If submitting a school purchase order, it must be for the full amount due.
- Invoices will be mailed to the individual listed on your order form.
- All orders must be PAID IN FULL at least two (2) weeks prior to your scheduled field trip or your field trip may be canceled.**
- Purchase orders will not be accepted for late registrations (less than two weeks prior to the performance).
- Full payment is required for all late registrations.
- No refunds will be issued for changes in enrollment or for students who are absent the day of the performance.

** If your school/district's payment policies conflict with the aforementioned ordering procedures, please contact us for assistance at 216-348-7909.



REGISTRATION INFORMATION

- ♦ Registration for all Playhouse Square school field trips opens April 24, 2017.
- ♦ Playhouse Square accepts registrations up to one week before an event, based on availability.
- ♦ The amount of tickets in your order can be adjusted up to three (3) weeks prior to your scheduled performance, subject to availability.
- ♦ We reserve the right to cancel any reservation that is not paid in full two (2) weeks prior to your performance or field trip date.

WAITING LISTS

We offer a waiting list for all sold-out field trips. We notify groups on the waiting list, when space becomes available, in the order in which registration forms were received.

INCLEMENT WEATHER AND “SNOW DAYS”

- ♦ If your school is closed due to inclement weather on the day of the scheduled field trip, **please notify our office prior to show time.** Your school will receive credit toward a comparable field trip within the same season.
- ♦ **You must contact Playhouse Square within seven (7) business days of your canceled field trip to receive your credit and schedule an alternate trip.**
- ♦ **NO REFUNDS WILL BE ISSUED FOR INCLEMENT WEATHER.**

COMING TO THE THEATER

- ♦ For assistance in choosing the best shows for your class, please call the Education Hotline at 216-348-7909.
- ♦ Please plan to arrive at least 15 minutes prior to the start of your performance or field trip.
- ♦ All school matinee performances are approximately one hour in length, unless otherwise noted.
- ♦ School groups attending via bus will not receive physical tickets but will be escorted to their assigned seats upon arrival to the theater.
- ♦ House Managers are assigned to each school matinee performance to oversee our volunteer ushers and provide guest services. Their office is located in the lobby of the theater should you need assistance before, during or after your school performance.
- ♦ In order to ensure the best experience for all of our guests, please be aware that inappropriate behavior may result in disciplinary action or suspension from school field trips for one year.
- ♦ Home schools are required to submit certification with ticket orders. All members of home school parties must have a ticket for admission.
- ♦ We make every effort to get you and your students back to school in a timely manner. On average, dismissal from a school matinee performance takes 25 minutes from the time the show ends, but may take longer depending on the number of schools in attendance. Please plan accordingly.
- ♦ **Playhouse Square is not able to provide space for class lunches.** If you would like a referral to a nearby restaurant, please call the Education Hotline at 216-348-7909.
- ♦ **No children under age two are permitted in the theaters at school performances.**

IMPORTANT: Due to the nature of the entertainment industry, all performances, dates and times listed in this catalog are subject to change without notice.



SCHOOL FIELD TRIP ORDER FORM

SCHOOL INFORMATION AND PAYMENT



Please review Registration Procedures before completing this order form. Fill out ALL information. Your order will not be processed if the form is incomplete.

School _____

Address _____

City/State/Zip _____

County _____ District _____

School Phone _____ Field Trip Coordinator _____

Coordinator's Phone _____ Coordinator's Email Address _____

Accessibility Needs (Hearing/visual impairment, wheelchairs, etc.) _____

How will you arrive at Playhouse Square: School Buses Cars RTA Other _____

If arriving by school bus, how many buses? _____

BUS SUBSIDY:

Please review the bus subsidy application process.

I am interested in applying for bus subsidy for this field trip.

What percentage of students at your school receives free or reduced fee lunches? _____ How far, in miles, is your school from Playhouse Square? _____

METHOD OF PAYMENT:

Check enclosed payable to Playhouse Square Foundation (There is a \$15 fee for returned checks.)

Purchase Order made payable to Playhouse Square Foundation. Purchase Order # _____

Credit Card payment: Deposit Full Payment

American Express Discover MasterCard Visa

Card Number _____ Expiration Date _____ CVV Code _____

Name on Card _____ Signature _____

SEND INVOICE/RECEIPT TO:

Email Mail

Name _____ Title _____

Email Address _____

Mailing Address _____

City/State/Zip _____

Please complete this form and return with 20% deposit or full payment to:

Playhouse Square
School Field Trips
1501 Euclid Ave., Suite 200
Cleveland, OH 44115
schoolprograms@playhousesquare.org



School Field Trip Order Form

Please review Registration Procedures before completing this order form. Be sure to complete and submit the School Information and Payment page (pg. 19) with your order! Complete the grid below to select the date and time of your field trip.

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS	# OF TEACHERS/ CHAPERONES	SUB-TOTAL (FOR TICKET PRICES, SEE PAGE 17)	20% DEPOSIT	BALANCE DUE	I am interested in Classroom Connections workshops (see page 8 for details)
Hansel & Gretel: A Wickedly Delicious Musical Treat • Ohio Theatre (Recommended for Grades: K-6)								
Oct. 24	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 24	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 25	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 25	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 26	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 26	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 27	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 27	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
A Very Electric Christmas • Hanna Theatre (Recommended for Grades: K-5)								
Dec. 6	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Dec. 6	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Dec. 7	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Dec. 7	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mr. Popper's Penguins • Ohio Theatre (Recommended for Grades: K-5)								
Jan. 23	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 23	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 24	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 24	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 25	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 25	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 26	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 26	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Darius & Twig • Ohio Theatre (Recommended for Grades: 6 and up)								
Mar. 1	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 1	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 2	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 2	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No

*Signed for the hearing impaired.

NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES

ORDER FORM
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216-348-7909



playhousesquare.org/educators

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DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS	# OF TEACHERS/CHAPERONES	SUB-TOTAL (FOR TICKET PRICES, SEE PAGE 17)	20% DEPOSIT	BALANCE DUE	I am interested in Classroom Connections workshops (see page 8 for details)
The Gruffalo • Ohio Theatre (Recommended for Grades: Pre-K-2)								
Mar. 6	11:30 AM*	Visit playhousesquare.org/sensoryfriendly for information on the March 6 performance.						
Mar. 7	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 7	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 8	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 8	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 9	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 9	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Guess How Much I Love You & I Love My Little Storybook • Ohio Theatre (Recommended for Grades: Pre-K-2)								
Apr. 10	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 10	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 11	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 11	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 12	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 12	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 13	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 13	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Journey to Oz • Ohio Theatre (Recommended for Grades: K-6)								
May 1	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 1	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 2	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 2	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 3	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 3	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 4	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 4	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No

216-348-7909



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DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS	# OF TEACHERS/ CHAPERONES	SUB-TOTAL (FOR TICKET PRICES, SEE PAGE 17)	20% DEPOSIT	BALANCE DUE	I am interested in Classroom Connections workshops (see page 8 for details)
The Secret Life of Suitcases • Westfield Insurance Studio Theatre (Recommended for Grades: K-8)								
May 1	10:00 AM							<input type="checkbox"/>
May 1	12:00 PM							<input type="checkbox"/>
May 2	10:00 AM							<input type="checkbox"/>
May 2	12:00 PM							<input type="checkbox"/>
May 3	10:00 AM*							<input type="checkbox"/>
May 3	12:00 PM							<input type="checkbox"/>
May 4	10:00 AM							<input type="checkbox"/>
May 4	12:00 PM							<input type="checkbox"/>
Lula del Ray • Connor Palace (Recommended for Grades: 5 and up)								
May 4	11:00 AM							<input type="checkbox"/>

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS (\$6 EACH)	# OF TEACHERS/ CHAPERONES (FREE)	# OF LUNCHESES (\$4 EACH)	SUB-TOTAL	20% DEPOSIT	BALANCE DUE
Discovering the Performing Arts for Middle School Students								
Nov. 17	9:30 AM							
Dec. 1	9:30 AM							
Feb. 23	9:30 AM							
Mar. 16	9:30 AM							
Discovering the Performing Arts for High School Students								
Dec. 12	9:30 AM							
Feb. 9	9:30 AM							

*Signed for the hearing impaired.

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BUS SUBSIDY PROGRAM

Playhouse Square is committed to offering the most engaging arts experiences to educators and students, while providing the tools to connect these experiences to education standards in the classroom. Playhouse Square is, however, also aware of the increased challenges schools are facing in planning and executing field trips for their students - particularly financial challenges. Therefore, we are pleased to be able to offer bus subsidies to school groups who may be deterred from attending our school matinee performances due to the cost of transportation.

If you are interested in receiving financial assistance for transportation to a school matinee performance, please review the following steps and submit your field trip order form with the "Bus Subsidy" option checked.

APPROVED SCHOOL GROUPS WILL RECEIVE THE ACTUAL COST OF TRANSPORTATION, UP TO A MAXIMUM OF \$175/BUS ROUND TRIP.

Limited funds are available. Recipients will be chosen based on need and/or order receipt date.

APPLICATION PROCESS

1. Review the "School Field Trip Registration Procedures," complete and submit your school matinee performance order form with the "Bus Subsidy" option checked and questions completed.
NOTE: the required 20% deposit and/or school purchase order number may be temporarily waived while your application is being considered. Should you be approved, this deposit and/or PO will be requested and is due within 2 weeks of approval to complete your field trip order.
2. Call Playhouse Square contact listed on this page to confirm receipt of submission.

IF YOU ARE APPROVED FOR BUS SUBSIDY, THE FOLLOWING ACTIONS ARE REQUIRED:

1. Full payment of reserved tickets must be made 2 weeks prior to your scheduled field trip.
2. You must attend the designated performance.
3. Following your trip, provide the transportation invoice for your scheduled field trip – confirm receipt of this information with the Playhouse Square contact listed on this page.
4. Subsidies will be remitted within 30 days of invoice receipt.

Please note:

- ♦ It is the school's responsibility to reserve buses through its normal channels. Playhouse Square is not responsible for reserving and/or scheduling your transportation.
- ♦ Playhouse Square remits payment to the school that has been approved for the bus subsidy, NOT the transportation agency. It is the school's responsibility to pay the transportation agency itself and subsidies are paid to the school as a reimbursement of that cost.

All correspondence regarding Playhouse Square's bus subsidy program should be directed to:

Elizabeth Pantuso
Community Relationships Supervisor
1501 Euclid Avenue, Suite 200
Cleveland, OH 44115
Elizabeth.Pantuso@playhousesquare.org
216-640-8451



Classroom Connections Workshops



CLASSROOM WORKSHOPS
AVAILABLE WITH SELECT SHOWS.

If you are bringing your class to a school matinee performance, consider enriching your field trip experience with in-school Classroom Connections Workshops! Workshops are available for the following shows: *Hansel & Gretel: A Wickedly Delicious Musical Treat*, *The Gruffalo* and *Journey to Oz*.

Playhouse Square teaching artists facilitate 45-minute workshops tailored to your students' needs so they can actively explore and connect with the art forms and themes they see during the performance. These workshops are designed to deepen the student experience with the fundamental learning and innovation skills inherently found in the performing arts including: critical thought, communication, collaboration and creativity.

For \$160 (performance tickets additional), your class will receive **both** a pre- and post-show workshop in your classroom. A limited number of workshop subsidies are available for CMSD schools.

Be sure to indicate your interest in scheduling workshops when completing your order form.

Performance ticket orders must be confirmed prior to workshop booking. Workshops subject to availability.



TEACHER RESOURCE GUIDES

Teacher Resource Guides are available for each school matinee performance as well as Discovering the Performing Arts and Careers in the Performing Arts programs for middle and high school students. The guides offer valuable information, activities and critical thinking questions for teachers to share with their students before and after attending events at Playhouse Square. The content of these guides is aligned with the Common Core Standards in an effort to connect 21st Century learning skills with performing arts experiences. Teacher Resource Guides may be found online approximately one month prior to the school matinee performance or middle/high school field trip date at playhousesquare.org/edresources.

