



SCHOOL FIELD TRIP ORDERING PACKET

The following procedures should be followed for 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.

- Registration for all Playhouse Square field trips opens April 23, 2019.
- Forms and payment should be returned to:
Playhouse Square
ATTN: School Field Trips
1501 Euclid Avenue, Suite 200
Cleveland, OH 44115
- Forms also may be emailed to schoolprograms@playhousesquare.org. Orders will only be accepted by email when accompanied by a school purchase order or credit card number for payment (see payment instructions).
- **Registration by phone is not accepted, but we are happy to answer your questions.** For assistance in choosing the best shows for your class, please call the Education Hotline.
- 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.
- Registrations will be accepted up to one week prior to an event, based on availability.

Cleveland Metropolitan School District teachers – IMPORTANT –
Please contact us at 216-640-8458 to register for field trips.

TICKET PRICES

School Matinee Performances

Ticket prices apply to both students and adults.

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

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

For every 20 seats purchased, you will receive one complimentary seat. Every person attending the theater must be accounted for in your reservation numbers. Please note, no children under the age of two are permitted into the theater for school matinee performances.

Discovering the Performing Arts Field Trips

Workshop fee: \$8 per student (teachers/chaperones free)

Optional lunch: \$4 per person, students and adults

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 coordinating teacher and the requested accounts payable representative listed on your order form.
- The amount of tickets in your order may be adjusted up to three (3) weeks prior to your scheduled performance, subject to availability. No reservation decreases will be accepted after this time. No refunds will be issued for students who are absent the day of the performance.
- **All orders must be PAID IN FULL at least two (2) weeks prior to your scheduled field trip.** Playhouse Square reserves the right to cancel any reservation that is not paid in full two weeks prior to your field trip date.
- Full payment is required for all late registrations (less than two weeks prior to the performance). Purchase orders will not be accepted for late registrations.

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

WAITING LISTS

We offer a waiting list for all sold-out field trips. Groups on the waiting list will be notified, 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 your 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

- Please plan to arrive at least 15 minutes prior to the start of your performance or field trip.
- All school matinee performances are approximately 60 minutes in length, unless otherwise noted.
- School groups attending via bus will not receive physical tickets but will have assigned seats.

- 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 performance.
- Playhouse Square strives to provide barrier-free access to performances and events. Please let us know about any accessibility needs your school group may have prior to arriving for your performance so we can be prepared to assist.
- 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 the age of two are permitted in the theaters at school matinee 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 _____

Field Trip Coordinator _____ School Phone _____

Coordinator's Email Address _____ Coordinator's Phone _____

Accessibility Needs (hearing, visual, mobility, sensory, 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 program policies. Notifications as to the status of your request will be sent out within two weeks of order receipt.

☐ Yes, we are interested in receiving bus subsidy for our School Matinee Performance(s)

☐ Thank you, but we do not need bus subsidy for our School Matinee Performance(s)

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

Card Number _____ Expiration Date _____ CVV Code _____

Name on Card _____ Signature _____

SEND INVOICE/RECEIPT TO

Accounts Payable Representative

Name _____ Phone _____

Email Address _____

School Administrator

Name _____ Phone _____

Email Address _____

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

Cleveland Metropolitan School District
teachers – **IMPORTANT** – Please contact us
at 216-640-8458 to register for field trips.

SCHOOL FIELD TRIP ORDER FORM



Performance Selection

Please review Registration Procedures before completing this order form. Be sure to complete and submit the School Information and Payment page 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
Jungle Book • Ohio Theatre (Recommended for Grades: K and up)								
Oct. 22	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 22	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 23	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Oct. 23	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
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
CARTOGRAPHY • Ohio Theatre (Recommended for Grades: 6-12)								
Nov. 12	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Nov. 13	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Nov. 14	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Nov. 15	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
The Unauthorized Biography Series • Ohio Theatre (Recommended for Grades: 7-12)								
Jan. 21	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 22	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 22	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
The Very Hungry Caterpillar & Other Eric Carle Favorites • Ohio Theatre (Recommended for Grades: Pre-K-3)								
Jan. 28	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 28	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 29	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 29	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 30	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 30	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 31	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Jan. 31	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
The Man in the Arena • Ohio Theatre (Recommended for Grades: 5-8)								
Feb. 11	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 11	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 12	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 12	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No

* Sign language interpreter present

NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES

ORDER FORM

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SCHOOL FIELD TRIP ORDER FORM

Performance Selection



Please review Registration Procedures before completing this order form. Be sure to complete and submit the School Information and Payment page 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
What Do You Do With An Idea? • Ohio Theatre (Recommended for Grades: K and up)								
Mar. 3	11:30 AM*	**Visit playhousesquare.org for information on the March 3 Sensory-Friendly performance.						<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 4	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 4	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 5	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 5	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 6	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 6	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Diary of a Wombat • Ohio Theatre (Recommended for Grades: K-3)								
Mar. 31	12:00 PM							
Apr. 1	10:00 AM							
Apr. 1	12:00 PM							
Apr. 2	10:00 AM							
Apr. 2	12:00 PM							
Apr. 3	10:00 AM							
Apr. 3	12:00 PM							
Peter Rabbit Tales • Ohio Theatre (Recommended for Grades: Pre-K-4)								
Apr. 28	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 28	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 29	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 29	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 30	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 30	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
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

* Sign language interpreter present

NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES

ORDER FORM

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SCHOOL FIELD TRIP ORDER FORM



Performance Selection

Please review Registration Procedures found before completing this order form. Be sure to complete and submit the School Information and Payment page 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
YAO YAO • Westfield Studio Theatre (Recommended for Grades: Pre-K-2)								
Apr. 28	10:00 AM							
Apr. 28	12:00 PM							
Apr. 29	10:00 AM							
Apr. 29	12:00 PM							
Apr. 30	10:00 AM							
Apr. 30	12:00 PM							
May 1	10:00 AM							
May 1	12:00 PM							
Erth's Prehistoric Aquarium Adventure • Connor Palace (Recommended for Grades: K-5)								
May 1	12:00 PM*							
Yogapalooza • Gund Dance Studio (Recommended for Grades: K-3)								
May 1	10:00 AM							
May 1	12:00 PM							

* Sign language interpreter present **NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES**

Workshop Selection

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS (\$6 EACH)	# OF TEACHERS/ CHAPERONES (FREE)	# OF LUNCHES (\$4 EACH)	SUB-TOTAL	20% DEPOSIT	BALANCE DUE
Discovering the Performing Arts for Middle School Students								
Nov. 22	9:30 AM – 1:00 PM							
Dec. 6	9:30 AM – 1:00 PM							
Jan. 24	9:30 AM – 1:00 PM							
Feb. 7	9:30 AM – 1:00 PM							
Mar. 20	9:30 AM – 1:00 PM							

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.

Limited funds are available. Subsidies will be assigned on a first-come, first-served basis.



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

If you are interested in receiving financial assistance for transportation to a School Matinee Performance, please review the following steps before submitting your field trip order form.

1. Review the School Field Trip Registration Procedures.
2. Complete and submit your School Matinee Performance order form and indicate your interest in receiving bus subsidy.
NOTE: the required 20% deposit and/or school purchase order may be temporarily waived while your order is under consideration for transportation subsidy. Should you be approved, this deposit and/or PO will be requested and will be due within two weeks, in order to process your field trip.
3. Confirm receipt of submission with the contact listed on this page.
4. You will be contacted within two weeks of receipt of your registration form as to the status of your request.

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

1. Full payment of reserved tickets must be made two weeks prior to your scheduled field trip.
2. You must attend the designated performance, arriving via school or charter bus.
3. Within 30 days following your scheduled School Matinee Performance, provide a copy of the official transportation invoice for your field trip to the contact person listed on this page – confirm receipt of this information.

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 or the board office of the approved school, NOT third party transportation agencies. It is the school's responsibility to pay transportation agencies outside their home district and subsidies are paid to the school as a reimbursement of that cost.
- Bus subsidies are available for School Matinee Performances only – not available for Discovering the Performing Arts or Careers in the Performing Arts.
- Subsidies will be remitted within 30 days of invoice receipt.

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

Playhouse Square
ATTN: Emily Raber
1501 Euclid Avenue, Suite 200
Cleveland, OH 44115
schoolprograms@playhousesquare.org

CLASSROOM CONNECTIONS WORKSHOPS

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: *Jungle Book*, *What Do You Do With An Idea?* and *Peter Rabbit Tales*.

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 (*maximum number of students per workshop: 30*). A limited number of workshop subsidies are available for CMSD schools.

Contact Hannah Twining at hannah.twining@playhousesquare.org for more information or to schedule your workshops.

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

