

Discovering the Performing Arts Ordering Packet

School Performance Registration Procedures

REGISTRATION INSTRUCTIONS

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

- Forms and payment should be returned to:
School Performances
Playhouse Square
1501 Euclid Avenue, Suite 200
Cleveland, OH 44115
- Forms also may be faxed to the attention of School Performances 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

Pricing for Children's Theater Series and International Children's Theater Festival school performances are as follows:

Bus Subsidy Eligible School Districts (listed on pg. 9): \$5/ticket

Cleveland Metropolitan School District: \$3/ticket for all afternoon shows; \$5/ticket for all morning shows

All Other School Districts: \$5/ticket if ordered by September 30; \$6/ticket if ordered after September 30

Small Groups (fewer than 10): \$10/ticket if ordered by September 30; \$11/ticket if ordered after September 30

For every 20 seats purchased, one teacher/chaperone may attend free of charge. Additional adult seats may be purchased at the above rate to accommodate the teacher or chaperone requirements of your school or group.

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 performances and field trips opens April 18, 2016.
- Playhouse Square accepts registration up to one week before an event, based on availability.
- The amount of tickets in your order can be adjusted up to two (2) weeks prior to your scheduled performance, subject to availability.
- We reserve the right to cancel any reservation that is not paid in full before the performance date.

WAITING LISTS

We offer a waiting list for all sold-out performances. You will be notified at least 30 days before the performance date if space becomes available. We notify groups on the waiting list 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 performance, **please notify our office prior to show time.** Your school will receive credit toward a comparable performance within the same season.
- **You must contact Playhouse Square within seven (7) business days of your canceled performance to receive your credit and schedule an alternate performance.**
- 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 performances for schools are approximately one hour in length, unless otherwise noted.
- House Managers are assigned to each 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 performances 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.
- **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.

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Please review Registration Procedures before completing this order form.

Discovering the Performing Arts: Middle School Students

DATE	TIME	# OF STUDENTS (\$6 EACH)	# OF TEACHERS (FREE)	LUNCH (\$4 EACH)	SUBTOTAL	20% DEPOSIT	BALANCE DUE
Nov. 11	9:30 AM - 1:00 PM						
Dec. 2	9:30 AM - 1:00 PM						
Feb. 24	9:30 AM - 1:00 PM						

Discovering the Performing Arts: High School Students

DATE	TIME	# OF STUDENTS (\$6 EACH)	# OF TEACHERS (FREE)	LUNCH (\$4 EACH)	SUBTOTAL	20% DEPOSIT	BALANCE DUE
Nov. 18	9:30 AM - 2:00 PM						
Feb. 3	9:30 AM - 2:00 PM						



 Please indicate special needs on reverse.

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

Playhouse Square
 School Performances
 1501 Euclid Ave., Suite 200
 Cleveland, OH 44115
 Fax: 216-771-0217

ORDER FORM
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Please review Registration Procedures before completing this order form.

Please fill out ALL information.

Order will not be processed if form is incomplete!

School _____
Principal _____
Address _____
City _____ State _____ ZIP _____
County _____ District _____
School Phone _____ School Fax _____
Coordinator's Name _____ Best Time to Call _____
Coordinator's Alternate Phone _____ Email Address _____

 **Special Needs:** _____

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

If arriving by school bus, how many buses? _____

Method of Payment

Check enclosed payable to Playhouse Square Foundation (There will be 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 _____

Name on Card _____ Signature _____

CVV Code _____

Send invoice/receipt to:

Email Mail

Name _____ Title _____

Email Address _____

Address _____

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

Playhouse Square
School Performances
1501 Euclid Ave., Suite 200
Cleveland, OH 44115
Fax: 216-771-0217

For information and/or special needs and services,
call 216-348-7909 (Mon.-Fri. 10 a.m.-4 p.m.)

216-348-7909



playhousesquare.org/educators