

The Children's Theatre Company 2009-2010 School Matinee Order Form



Please FAX one form for each show title requested.

Account # _____
*(from above address label if you received a postcard in the mail
or if that person is no longer at your school; otherwise leave blank)*

Teacher's Name _____

School Name _____

Type of School _____

Grade Level _____

Subject(s) Taught _____

Address _____

Phone _____
(include extensions and voice mail if applicable)

Fax _____

Email _____

Show Title _____

1st Choice Date/Time _____

2nd Choice Date/Time _____

of Student Seats _____
(include all teachers and chaperones)

of Adult Seats _____
(include all teachers and chaperones)

Special Needs _____
(ASL/AD, wheelchair)

Target Lobby or Cargill Mezzanine for Lunch? Yes No

Waiting List if Sold Out? Yes No

Fax Completed Form To: Group Sales @ 612.872.5170
Questions? Call 612.872.5166 or email schoolgroupsales@childrenstheatre.org

TICKET POLICIES

Student Matinee Groups

- Now accepting advance orders online and by fax/mail only. Phone orders will be accepted beginning March 23, 2009.
- Everyone entering the Theatre must have a ticket, including all teachers and chaperones. Lap passes are available at the box office on the day of the show for ages 3 and under (18 months and under for preschool performances) for \$6 each. The Theatre does not encourage attendance by children under the age of 3 unless specifically recommended for preschool ages.
- Chaperone Tickets: our recommended chaperone ratio is 15 students to 1 adult. Your allotment of chaperone tickets will be determined by the Children's Theatre Company based upon the numbers of student tickets requested. Any additional adults that fall outside that ratio will be \$14 (\$18 for the holiday show).
- Submission of the group order form is NOT a guarantee of your order.
- If we are able to accommodate your request, a contract to confirm your order will be sent within five business days. An agreement to this contract is required within two weeks to hold the reservation. Please call if you do not receive your contract within one week.
- Your order can be cancelled up until 6 weeks prior to the date of your performance.
- You may change your number of tickets up to six weeks prior to your scheduled performance. No tickets may be dropped after this date. If this date falls on or near a holiday for your school, you are still responsible for confirming the final number of tickets by this date. Additional tickets are subject to availability.
- Final Payment will be due four weeks prior to your scheduled performance. No refunds are given for unused tickets as we are unable to resell them. All sales are final.
- We provide Student Absent Vouchers on the day of the show for students only. Adult absences are not compensated.
- If a reservation is made less than four weeks away from a performance, a credit card number will be required to hold the reservation. The credit card will not be charged if payment is received before or on the day of the performance.
- If a show is sold out, you may request to be placed on a waiting list in case of cancellations.