

The Marcia P. Hoffman

PERFORMING ARTS INSTITUTE

2010–2011 Bank of America SchoolTime Series Order Form

THE INFORMATION ON THIS FORM IS PERTINENT TO OBTAINING FUTURE GRANTS. PLEASE FILL OUT COMPLETELY.

School Name: _____ Phone: _____ Fax: _____

Address/PR #: _____ City: _____ Zip: _____

% of Students on Free & Reduced Lunch: _____ County: _____

Bookkeeper's Name: _____ *Email: _____

Teacher's Name: _____ *Email: _____

**Email address is required in order to receive invoices, confirmations & support materials.*

Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Purchase Order # _____ <input type="checkbox"/> Money Order # _____ <input type="checkbox"/> Credit Cards: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> American Express Acct. No: _____ Exp. Date: _____ Exact Name on Card: _____

PERFORMANCE (Recommended Grades)	DATES & TIMES (Please Circle all that apply)	PRICE	# OF STUDENTS	# OF TEACHERS	# OF CHAPERONES	GRADES ATTEND.	# OF BUSES & CARS	# OF SPECIAL NEEDS
Steve Tuner Hands on Hero (Grades 3 - 8)	10/12 10:45 am	\$5.00						
Thirteenth Van Cliburn International Piano Competition Gold Medalist (Grades 5 - 12) Murray Studio Theater	10/22 10:45 am	\$5.00						
Dallas Children's Theater presents Giggle, Giggle, Quack (Grades Pre-K-2)	10/25 10:45 am	\$5.00						
Eckerd Theater Company presents The Hundred Dresses (Grade 2-6) Murray Studio Theater	11/15 11/16 12/6 12/7 12/9 12/10	\$5.00						
Mad Science presents Star Trek Live! (Grades Pre-K-12)	1/14 10:45 am	\$5.00						
The Frog Bride with David Gonzalez (Grades 2-6)	2/25 10:45 am	\$5.00						
Eckerd Theater Company presents I Never Saw Another Butterfly (Grades 5 - 12) Murray Studio Theater	3/7 3/21 3/22 3/25	\$5.00						
Paul Taylor Dance Company (Grades 5-12)	4/12 10:45 am	\$5.00						
Corbian Visual Arts and Dance presents Darw in the Dinosaur: A Glow in the Dark Adventure (Grades Pre-K-8)	5/20 10:45 am	\$5.00						

RUTH ECKERD HALL
RICHARD B. BAUMGARDNER CENTER FOR THE PERFORMING ARTS

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2010–2011 SCHOOLTIME ORDER FORM

* Reservations & Payment

- Advance reservations are required. Reservations are processed on a first-come, first-served basis. To view brochure online, visit www.hoffmanperformingarts.org, click on Performances and select the SchoolTime Series. Select Reservation Information and choose one reservation option. **FAX, MAIL and PHONE orders are preferred.** Please enter all information as requested.
- **Fax Orders:** (727) 791-7449. **Phone Orders:** (727) 712-2706. **Online Orders:** www.hoffmanperformingarts.org.
Mail Orders: The Marcia P. Hoffman Performing Arts Institute, ATTN: Registrar, 1111 McMullen Booth Rd., Clearwater, FL 33759
- **Phone orders** will be accepted **ONLY** with a valid credit card OR an **official, faxed purchase order** from your school. If you have specific questions about performances or reservations, please call the Registrars at (727) 712-2706 or email us at rehed@rutheckerdhall.net.
- We understand that you may have to estimate seats needed. However, all final counts are to be updated **no later than 30 days prior to the event.**
- Unpaid orders will receive an email invoice 45-60 days prior to the performance.
- **Payment & Purchase Orders are due no later than 30 days in advance of the show.** All reservations not paid or reserved with a purchase order by the 30-day deadline will be cancelled and seats will be released for purchase by other schools on the waiting list.
- Purchase orders will be accepted **no later than 30 days in advance**, and payment must be received **no later than 30 days after the event.**
- Lack of payment within 30 days after a show will result in termination of purchase order privileges.
- **Please make all checks payable to: Ruth Eckerd Hall, Inc. Please write or type the account and order numbers on your payment or purchase order.**

Confirmations & Invoices

- An invoice with your **account and order numbers** will be sent to the teacher *and* bookkeeper within 10 working days of processing the order.
- When payment is received, an email confirmation will be sent to the bookkeeper and the teacher who placed the order.

Changes & Cancellations

- **No refunds or exchanges will be made after the 30-day deadline.** There are no refunds for unused reservations on the day of the performance.
- The teacher making the reservation is the contact person and is responsible for assuring that payment is made by the deadline. He/She is also responsible for accurately reporting the final count of reservations needed by that date. **We will not accept the lowering of numbers after the 30-day deadline. NO EXCEPTIONS.**
- Please be aware that we cannot guarantee seating for additional students if the show is sold out, although we will make every effort to accommodate additional attendees when space permits. It is important to remember to reserve seating for all teachers and chaperones as well as students. Every attendee must reserve a seat. For sold-out performances, this is especially important.

Complimentary Admissions

- All reservations receive 1 complimentary admission for every 15 paid admissions. After you pay for 15 admissions, the 16th is free. Please note that this complimentary admission can be awarded to students as well as to chaperones, teachers or bus drivers.

Educational Support Materials

- **Specific show information and a link to study guides will be posted on www.hoffmanperformingarts.org at least 40 days prior to the show.**
- Expand the performance with curriculum activities based on academic standards.

Seating

- All seating will be assigned by the Institute. Seating assignments are based on several factors: when the reservation was made, ages of groups attending and accessibility needs. Ruth Eckerd Hall ushers will escort groups to their seats.
- **Actual tickets are not issued.**
- Children under the age of three (3) will NOT be permitted to attend. **Please be sure chaperones and drivers are aware of this policy.**

Accessibility Needs

All of Ruth Eckerd Hall's venues are wheelchair accessible. Assisted listening accommodations are also available. **Please inform us of any special needs or requests when placing your reservation so we can make arrangements prior to your arrival.**

* New Audience Development and Transportation Grants

If you would like your students to attend a performance but are having trouble funding the trip, you may apply for a grant from The Marcia P. Hoffman Performing Arts Institute. The application can be found on our website. Please allow 15 business days for processing.

PLEASE NOTE: All events subject to change. All performances will begin promptly at the noted start times. We are unable to hold a performance for late arrivals. All events last approximately one hour unless otherwise noted. Artist talkbacks, when available, are included in that hour allotment.

PLEASE SAVE A COPY OF THESE POLICIES FOR YOUR RECORDS

SIGNATURE REQUIRED: _____ **I have read and understand this page.**

RUTH ECKERD HALL

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