

Account No. (box office use only)

Name (box office use only)

BOX OFFICE USE ONLY:

ON-LINE CREDIT Y N \$ \_\_\_\_\_ REFUND ISSUED Y N \$ \_\_\_\_\_ ORDER IN \_\_\_\_\_

**PLEASE READ FIRST****Reservations and Payment Procedures**

- Fill out the enclosed order form completely, including contact information where you can be reached during and after-school hours.
- **One free teacher seat will be automatically added for every 25 student tickets ordered per show.**
- Remember to include all students and chaperones in the total number of seats ordered.
- A \$25.00 non-refundable deposit is due with your order for each show reserved. Deposits will be applied toward the balance due for your order.
- Submit order form with deposits or payments by mail, fax, or in person to the location listed on the order form.
- Performance confirmations and an account summary (invoice) detailing deposits paid and balance due will be sent to your school address in late August.
- If changes to your reservation are necessary, clearly mark changes needed on the performance confirmation page sent to you and return it to us via mail, or fax by September 12, 2011.
- For discounted seat price, pay order in full by October 1, 2011.
- DO NOT send payment for unconfirmed reservation changes.
- Balance due two weeks after invoice for reservations made after October 3, 2011.
- Balance due upon invoice for reservations made less than six weeks prior to performance time.
- Reservations not paid in full by the due date listed on the account summary will be cancelled.
- Study Guides and other information will be sent electronically to the primary contact and additional teachers listed on the order form approximately two weeks before the performance date.

**For more information, contact Dustin Boehmer at [dustin.boehmer@whartoncenter.com](mailto:dustin.boehmer@whartoncenter.com) or 1-800-WHARTON.**

**SUBMITTING YOUR ORDER FORM**

- 1. In person:** To any open box office window.
- 1. By mail:** Attn: DUSTIN BOEHMER  
Wharton Center  
Michigan State University  
East Lansing, MI 48824-1318
- 1. By FAX:** FAX your order to the Wharton Center Box Office at **(517) 884-3100**

# WHARTON CENTER 2011-2012 EDUCATION ORDER FORM

**TEACHER/SCHOOL INFORMATION**

Teacher Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone-Day: \_\_\_\_\_ Phone-Evening: \_\_\_\_\_ FAX: \_\_\_\_\_

**Primary Contact Email:** \_\_\_\_\_

\*Wharton Center requires an email address to notify you when your order has been processed.

- PAYMENT:  CHECK ENCLOSED, Payable to Michigan State University (**please staple to form**)  
 CHARGE (We accept MasterCard, Visa, American Express and Discover.)

Account #: \_\_\_\_\_ Exp. date: \_\_\_\_\_ (MONTH/YEAR)

Signature (required): \_\_\_\_\_

**SEATING PREFERENCE**

IF ORDER CANNOT BE FILLED AS REQUESTED, PLEASE SUBSTITUTE:

- Alternate dates with available seating  Return order unfilled  Please call me

SPECIAL REQUESTS (Check all that apply)

- Wheelchair platform needed. How many? \_\_\_\_\_  
 Seating area without stairs

OTHER SPECIAL NEEDS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ORDER TOTALS**

If paid on or before October 1, 2011	Total Number of Tickets _____	X \$6.00	\$
If paid after October 1, 2011	Total Number of Tickets _____	X \$7.00	\$
<b>SUBTOTAL</b>			
Less deposits paid with reservation	Total Number of Show _____	X \$25.00	\$
<b>GRAND TOTAL</b>			\$

**SCHOLARSHIP SEATS**

- To request, submit a letter with your order form stating show title and number of scholarships requested for free/reduced lunch students. Scholarship Seats can be submitted by fax, mail, or e-mail. Please use school letterhead when submitting by mail or fax. Please submit e-mail scholarship requests as an attached Word document.
- Decreasing the total number of seats on your reservation order in September will directly affect your awarded scholarships.
- Scholarship seats may be requested for students eligible for the free/reduced lunch program.
- Scholarship seats are awarded based on available funding. Request does not guarantee scholarships can be granted.
- Additional scholarship funds obtained by Wharton Center over the summer will be distributed on a first come, first served basis to reservation change requests returned by September 12, 2011.

**DOCENT VISIT**

- Volunteer docents visit classrooms for 40-60 minutes to share information about live theatre and the specific performance.
- A scheduling form will be sent with your invoice. Please return with availability ASAP.
- Request does not guarantee accommodation.
- Docent visit selection subject to change.

Docent visits are planned for the follow shows in 2010-2011  
*Butterfly: The Story of a Life Cycle*  
 Lakota Sioux Indian Dance Theatre  
*Mufaro's Beautiful Daughters - An African Tale*

- Check here for bus subsidy application.

# ACT ONE SCHOOL SERIES

Check this box if you would like us to choose the dates with the best seating.

SHOW NAMES	GRADE LEVEL	STUDENTS TICKETS	CHAPERONES TICKETS	TOTAL # OF TICKETS
<b><i>YAMATO - THE DRUMMERS OF JAPAN</i></b>				
Friday, November 4, 2011 at 10AM				
<b><i>BUTTERFLY: THE STORY OF A LIFE CYCLE</i></b> <input type="checkbox"/> CHECK THIS BOX TO REQUEST A DOCENT VISIT.				
Monday, November 7, 2011 at 9:45AM				
Monday, November 7, 2011 at 12:30PM				
<b><i>SKIPPYJON JONES</i></b>				
Friday, December 9, 2011 at 9:45AM				
Friday, December 9, 2011 at 12:30PM				
<b><i>THE MAYHEM POETS</i></b>				
Monday, January 9, 2012 at 9:45AM				
Monday, January 9, 2012 at 12:30PM				
<b><i>ARE YOU MY MOTHER?</i></b>				
Monday, January 30, 2012 at 9:45AM				
Monday, January 30, 2012 at 12:30PM				
<b><i>SEUSSICAL</i></b>				
Friday, February 10, 2012 at 10AM				
<b><i>MACBETH</i></b>				
Friday, February 24, 2012 at 10AM				
<b><i>THEORY OF MIND</i></b>				
Tuesday, March 27, 2012 at 9:45AM				
Tuesday, March 27, 2012 at 12:30PM				
<b><i>LAKOTA SIOUX INDIAN DANCE THEATRE</i></b> <input type="checkbox"/> CHECK THIS BOX TO REQUEST A DOCENT VISIT.				
Monday, April 16, 2012 at 10AM				
<b><i>MUFARO'S BEAUTIFUL DAUGHTERS</i></b> <input type="checkbox"/> CHECK THIS BOX TO REQUEST A DOCENT VISIT.				
Monday, May 7, 2012 at 9:45AM				
Monday, May 7, 2012 at 12:30PM				
<b>TOTAL NUMBER OF TICKETS FOR ALL SHOWS</b>				