

Account No. (ticket office use only)

Name (ticket office use only)

**TICKET 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 below.
- Performance confirmations and an account summary (invoice) detailing deposits paid and balance due will be sent to your school address August 14, 2019.
- 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 16, 2019.
- For discounted seat price, pay order in full by October 3, 2019.
- DO NOT send payment for unconfirmed reservation changes.
- Balance due two weeks after invoice for reservations made after October 3, 2019.
- 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 wharton@msu.edu or 517-884-3130.**

# Wharton Center 2019-2020 School Series Order Form

## TEACHER/SCHOOL INFORMATION

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

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

Principal's Name: \_\_\_\_\_ Principal's Email: \_\_\_\_\_

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.

## 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 10/3/19	Total Number of Tickets _____ x \$8.00	\$
If paid after 10/3/19	Total Number of Tickets _____ x \$9.00	\$
<i>Rabbit in the Moon...</i> on or before 10/3/19	Total Number of Tickets _____ x \$9.00	\$
<i>Rabbit in the Moon...</i> after 10/3/19	Total Number of Tickets _____ x \$10.00	\$
<b>SUBTOTAL</b>		\$
Less deposits paid with reservation	Total Number of Shows _____ x \$25.00	\$
<b>GRAND TOTAL</b>		\$

## PAYMENT

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

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

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

## SCHOLARSHIP SEATS

- Scholarship seats may be requested for students eligible for the free/reduced lunch program.
- To request, submit a letter with your order form stating show title and number of scholarships requested for free/reduced lunch students. Scholarship seat requests can be submitted by fax, mail, or email. Please use school letterhead when submitting by mail or fax. Please submit email 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 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 16, 2019.

## ACT ONE ARTS EDUCATORS

- Volunteer Act One Arts Educators 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 indicate availability and return ASAP.
- Request does not guarantee accommodation.
- Act One Arts Educator visit selection subject to change.

Act One Arts Educator visits are available for the following shows in 2019-2020:  
*The Rabbit in the Moon ...*  
*Dog Man: The Musical*  
*Black Violin.*

Check here to request bus subsidy application.

## SUBMITTING YOUR ORDER FORM

**In person:** To any open Ticket Office window.

**By mail:** Attn: AOSS Ticketing  
 Wharton Center  
 750 East Shaw Lane  
 East Lansing, MI 48824-1318

**By FAX:** FAX your order to the  
 Wharton Center Ticket Office  
 at (517) 884-3100

**No refunds or exchanges.  
 All sales are final.**

Prices, dates, times, artists and performances are subject to change.

# ACT ONE SCHOOL SERIES

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

	GRADE LEVEL	STUDENT TICKETS	CHAPERONE TICKETS	TOTAL # OF TICKETS
<b>BLACK VIOLIN</b> <input type="checkbox"/> CHECK THIS BOX TO REQUEST AN ACT ONE ARTS EDUCATOR VISIT.				
Wednesday, October 16 at 11:00AM				
<b>THE BOY WHO WOULD BE CAPTAIN HOOK</b>				
Tuesday, November 19 at 9:45AM				
Tuesday, November 19 at 12:30PM				
<b>PENGUINS</b>				
Thursday, February 27 at 9:45AM				
Thursday, February 27 at 12:30PM				
<b>Sensory-Friendly Performance</b> Friday, February 28 at 9:45AM				
<b>THE RABBIT IN THE MOON ...</b> <input type="checkbox"/> CHECK THIS BOX TO REQUEST AN ACT ONE ARTS EDUCATOR VISIT.				
Monday, March 2 at 9:30AM				
Monday, March 2 at 1:00PM				
Tuesday, March 3 at 9:30AM				
Tuesday, March 3 at 1:00PM				
Wednesday, March 4 at 9:30AM				
Wednesday, March 4 at 1:00PM				
Thursday, March 5 at 9:30AM				
Thursday, March 5 at 1:00PM				
Friday, March 6 at 9:30AM				
Friday, March 6 at 1:00PM				
<b>OF EQUAL PLACE: ISOTOPES IN MOTION</b>				
Thursday, March 19 at 9:45AM				
Friday, March 20 at 9:45AM				
<b>DOG MAN: THE MUSICAL</b> <input type="checkbox"/> CHECK THIS BOX TO REQUEST AN ACT ONE ARTS EDUCATOR VISIT.				
Monday, March 23 at 9:45AM				
Monday, March 23 at 12:30PM				
<b>HOW TO SURVIVE MIDDLE SCHOOL</b>				
Tuesday, April 28 at 9:45AM				
Tuesday, April 28 at 12:30PM				
<b>TOTAL NUMBER OF TICKETS FOR ALL SHOWS</b>				

**No refunds or exchanges. All sales are final.** Prices, dates, times, artists, and performances are subject to change.