

## RESERVATIONS AND PAYMENT PROCEDURES

- Complete the order form, including contact information where you can be reached during and after school hours. [whartonforms.wufoo.com/forms/z11jjjsp135hbx4/](http://whartonforms.wufoo.com/forms/z11jjjsp135hbx4/)
- Remember to include all students and chaperones in the total number of seats ordered.
- Performance confirmations and an account summary (invoice) balance due will be sent to the email address on your reservation between August 14, 2023, and August 25, 2023.
- If changes to your reservation are necessary, please contact Randall Fields at 517.884.3130 by September 15, 2023.
- Payment is due two weeks after the invoice for reservations made after October 3, 2023.
- Payment is 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 invoice will be canceled.
- 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.

## SCHOLARSHIP SEATS

- Scholarship seats may be requested for students eligible for the free/reduced lunch program.
- To request, submit a pdf letter on official school letterhead stating show title and number of scholarship tickets requested for free/reduced lunch students. Please submit email scholarship requests to [randall.fields@whartoncenter.com](mailto:randall.fields@whartoncenter.com)
- 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. A request does not guarantee scholarships can be granted.
- Bus subsidy applications are available upon request.

For more ticketing information, contact Randall Fields at [Randall.fields@whartoncenter.com](mailto:Randall.fields@whartoncenter.com) or 517.884.3130.

For more information about show content, contact Bert Goldstein at [bert.goldstein@whartoncenter.com](mailto:bert.goldstein@whartoncenter.com) or 517.884.3108.

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