



2018-2019 School-Time Matinee Series Order Form: Policies and Procedures

Reservations:

All groups must make a reservation and pay for tickets in advance of the show. All individuals in each group must purchase a ticket, including any teachers and chaperones. One adult is required for every 20 students. A confirmation email will be sent to the primary contact of your group prior to the show. *Your reservation is not confirmed until you have received a confirmation email.* Please have your primary contact present your email confirmation upon arrival for admission. Additional tickets can only be added if the show is not sold out. If parents wish to attend shows with their students, they must be included in the original reservation headcount; if parents elect to purchase their tickets separately from the group and are not included in the original reservation count, there is no guarantee that parents will be seated near their preferred school group, especially during high-demand performances.

Payment:

Matinee reservations are not confirmed until payment or purchase order is received. Payment methods include personal or school checks, money orders, credit cards, and purchase orders. Your payment or a purchase order is required to hold show and seat reservations, so place your order as soon as possible to avoid missing out on a show. No cash. No refunds.

Seating:

Seating assignments are made based on the date the reservation is received, size of the group, students' height and ages, and any other special needs. If multiple grade levels at a single school book tickets to the same performance, we try to seat those grade levels together.

Refunds:

Because we reserve seats for your group and do not sell them to others, we cannot issue refunds. Refunds will only be issued if the Bologna Performing Arts Center cancels an event.

Parking:

Delta State police officers will direct all parking on the day of a show. Please keep your students together or remain on your bus until your entire group has arrived. If your school group plans to bring a sack lunch to enjoy on the grounds, please call ahead so that we can account for extra buses and caravans.

Fill out the following forms and return them to the Arts Education Office at the Bologna Performing Arts Center anytime M-F, 8-5, or mail them to: BPAC-Arts Education
DSU Box 3213
1003 W. Sunflower Road
Cleveland, MS 38733



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Please circle the time your class will attend and include the TOTAL number of people attending (including teachers, bus drivers, chaperones, etc.) in the # of Tickets column. There is no guarantee your party will be seated together if tickets are added after the initial order is submitted.

Performance	Select Time		# of Tickets	Price	Total Cost
Diary of a Worm, a Spider and a Fly Wednesday, October 10, 2018	9:30	11:30		X \$6.00	
The Magic School Bus: Lost in the Solar System Thursday, November 1, 2018	9:30	11:30		X \$6.00	
A Very Electric Christmas Wednesday, November 14, 2018	9:30	11:30		X \$6.00	
Erth's Prehistoric Aquarium Adventure Tuesday, January 15, 2019	9:30	11:30		X \$6.00	
Ronald K. Brown/Evidence Dance Thursday, March 21, 2019	10 a.m.			X \$6.00	
Junie B. Jones Friday, March 29, 2019	9:30	11:30		X \$6.00	
GRAND TOTAL:					

Please note that School-Time Matinee Series attendees may be photographed and/or filmed for publicity purposes only. These photos and videos may be posted on the Bologna Performing Arts Center website, published in local newspapers, and/or used in future promotional materials. Your ticket purchase indicates your consent.



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Please request or download our Theatre Etiquette guide to review with your class before attending an STMS performance.

Name of School: _____

School Mailing Address: _____

City: _____ State: _____ Zip: _____

School Phone: _____ School Fax: _____

Primary Contact Name and Title (i.e. teacher, principal, etc.): _____

Mobile Number: _____ Primary Contact Email: _____

Special Needs: # _____ Wheelchairs; # _____ Other (explain) _____

Transportation: # _____ School Buses; # _____ Vans; # _____ Cars; # _____ Walking; # _____ Other

Grade(s) Attending: _____ (Please include all grades attending)

Payment Method (please check one and enclose payment):

____ Check ____ Money Order _____ Purchase Order Number (please enclose a copy of the P.O.)

Credit Card:

____ Visa ____ Master Card ____ American Express ____ Discover

Name on Card: _____ Card Number: _____

Expiration Date (MM/DD/YYYY): _____ Verification Code: _____

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