



# The Wells Fargo Performing Arts Series for Students

**STEP 1****PROCEDURES TO REQUEST TICKETS**

- **Check your school calendar before submitting ticket request!** — Schools who cancel confirmed reservations may not be offered another performance.
- All seats are \$7.00. All shows are approximately one hour in length.
- Complete all contact information.
- Choose the title(s) you wish to attend. Please rank your top show choices — 1st, 2nd, 3rd, etc. — and your time preferences.
- Enter your total number of seats, including students and adults. Montalvo recommends 1 adult for every 10 children. (Adults will be requested to sit on the ends of the rows.)
- Indicate mode of transportation and number of vehicles for your school.
- Weather permitting, will your school bring your sack lunches to Montalvo? (Sorry, Montalvo does not provide tables, chairs or covered eating areas for school lunches.) Also indicate any special needs your group may have.
- Does your school provide Free and Reduced Lunch to 40% or more of its students? If yes, see #4 of reverse side. Remember to include a signed note from your principal with this form for your school to be considered.
- Retain a copy of this completed form for your records.

**STEP 2**

**For faster processing, FAX the Performing Arts Series for Students order form to reserve your seats.** Order may also be mailed. (Sorry, no phone orders.) Don't delay—programs sell out quickly!

**Please complete and send form to:**

Montalvo Arts Center  
Attn: Education / PAS for Students  
P.O. Box 158  
Saratoga, CA 95071  
Or FAX to: (408) 867-5825

**STEP 3**

- An invoice will be sent to you indicating confirmed title, performance date/time, number of seats (students & adults) and total amount due. (All seats are \$7.00.)
- Confirm actual numbers and remit payment. Payment is due within 30 days of receipt of invoice. (Schools applying for the Free and Reduced Lunch program must confirm actual numbers in writing within 30 days, or seats may be released.)
- Make check payable to Montalvo Arts Center. Include invoice number on the check.
- Order your buses through your school transportation department. Plan to arrive at Montalvo approximately 30 minutes before show time to expedite seating. Arrive earlier if you are eating lunch beforehand.
- Reservations are not confirmed until receipt of payment. Upon receipt of payment, you will receive a confirmation packet and study guide.

**STEP 4****CHANGES/CANCELLATIONS**

As a courtesy to other schools, please notify Montalvo as soon as possible if your school or class must cancel or if the number of attendees changes. Requests for additional seats are subject to availability. Sorry—there are no refunds unless the performer cancels an event.

**1. Complete all contact information.**

School Name: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_  
 Lead Teacher: \_\_\_\_\_ Field Trip Coordinator: \_\_\_\_\_  
 School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Best way to contact you:  School  Home  Email

**2. Select performance(s).** *Confirm dates with your school calendar before choosing performances.* Please rank your top show choices — 1st, 2nd & 3rd, etc. — and your preferences. Include the number for students, adults and the total seats.

**All seats are \$7.00. All shows are approximately one hour in length.**

TITLE	DATE	FOR GRADES	9:30AM	11:30AM	# OF STUDENTS	# OF ADULTS	TOTAL # OF SEATS
Leyendas de Duende	10/29/08	K-6					
The Very Hungry Caterpillar and Other Eric Carle Favourites	11/3/08	pre-K-3					
Wings of Courage	11/14/08	3-8					
The Ant and the Elephant	1/22/09	pre-K-3					
Hangin' with the Giants	1/30/09	K-4					
San Jose Taiko	2/11/09	2-7					
Fourscore & Seven Years Ago	2/13/09	3-8					
Butterfly: The Story of a Life Cycle	3/9/09	K-5					
The Manding Empire Revealed	3/23/09	3-8					
Beyond the Beanstalk (The Jack Tales)	4/27/09	K-4					
Los Ceniztles	4/29/09	3-7					

**3. Transportation, lunch, special needs**

Arriving by:  Bus Number of Buses: \_\_\_\_\_  Car Number of Cars: \_\_\_\_\_

Weather permitting, are you interested in bringing your bag lunches to Montalvo?  Yes  No

Lunch preference time:  After 9:30 a.m. show  Before 11:30 a.m. show  After 11:30 a.m. show

NOTE: The front lawn is available for lunch groups, weather permitting. Montalvo is unable to provide tables, chairs, or covered eating areas.

 Do you have any special needs? \_\_\_\_\_

**4. Schools with 40% Free and Reduced Lunch Program**

Montalvo provides free admission and partial bus reimbursements to schools with at least 40% of students receiving free & reduced lunches. Bus reimbursements of \$50 are limited and are distributed on a first come, first served basis. Reimbursements are restricted to a maximum of 3 reimbursements per school annually. To apply, include a signed confirmation from your principal with this form.

**5. Confirm dates with your school calendar before submitting forms.**

Fax to (408) 867-5825, or mail to: Montalvo Arts Center, Attention: Education/PAS for Students, P.O. Box 158, Saratoga, CA 95071.

**For More Information**

Please visit [www.montalvoarts.org](http://www.montalvoarts.org), email [learn@montalvoarts.org](mailto:learn@montalvoarts.org) or call 408.961.5858.