



# The 2009-2010 Wells Fargo Performing Arts Series for Students

## PROCEDURES TO REQUEST TICKETS

### STEP 1

- Check your school calendar before submitting ticket request! — Schools who cancel confirmed reservations may not be offered another performance.
- Complete all contact information.
- Choose the title(s) you wish to attend. Please indicate your time preference (9:30am or 11:30am) and your 1st, 2nd and 3rd title choices.
- 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.)
- *Weather permitting*, will your school bring sack lunches to eat after your performance at Montalvo? (Sorry, Montalvo does not provide covered eating areas or tables or chairs.) Also indicate any special needs your group may have.
- Indicate mode of transportation and number of vehicles for your school.
- Does your school provide Free & 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. Please confirm actual numbers and remit payment. Payment is due within 30 days of receipt of invoice. (In lieu of payment, schools applying for the Free & Reduced Lunch program must confirm actual numbers in writing within 30 days.)
- All seats are \$7.00.
- Make check payable to: Montalvo Arts Center.
- Order your buses through your school transportation department. Plan to arrive at Montalvo approximately 30 minutes before show time to expedite seating.

### STEP 4

Upon receipt of payment, you will receive a confirmation packet and study guide.

**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.

# The 2009-2010 Wells Fargo Performing Arts Series for Students Ticket Request Form

## 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 time 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
Strega Nona	10/14/09	preK-4					
Laura Ingalls Wilder	11/5/09	2-6					
Charlotte's Web	11/16/09	K-5					
Big Drum/Small World	1/27/10	K-4					
The Man Who Planted Trees	2/11/10	3-8					
Stellaluna	2/12/10	preK-2					
The Butter Battle Book	3/2/10	preK-4					
Freedom Train	3/31/10	3-8					
The Magic Flute	4/20/10	preK-5					
The Banana Slug String Band	4/22/10	preK-4					

## 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 9:30AM show  After 11:30AM 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 lunch. 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 or your most recent SARC with this form.

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

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

## For More Information

Visit [www.montalvoarts.org](http://www.montalvoarts.org), email [learn@montalvoarts.org](mailto:learn@montalvoarts.org) or call the Box Office at 408.961.5858 (M-F 10-4).