



The 2011-2012 Wells Fargo Performing Arts Series for Students & Montalvo History, Science & the Arts Field Trips

PROCEDURES TO REQUEST TICKETS

STEP 1

Performances: Indicate your 1st, 2nd and 3rd choice title(s) you wish to attend, and times (9:30am or 11:30am). Shows last approximately 1 hour. Seats are \$7 each.

History, Science and the Arts Field Trip: Tours start in January 2012 and will be offered one Tuesday and Thursday per month from January to May. Tours begin at 9:30am and last for 2 hours. Check our website for dates or email learn@montalvoarts.org to be notified when dates are released.

- **Check your school calendar before submitting ticket requests!**
- Complete all contact information.
- Enter your total number of seats, including students and adults. For performances, Montalvo recommends 1 adult for every 10 students. For history field trips, Montalvo recommends 1 adult for every 5 students.
- Indicate mode of transportation and number of vehicles for your school.
- *Weather permitting*, will your school bring sack lunches to eat after your performance or field trip? Montalvo features a beautiful front lawn to eat lunch, but does not have picnic tables for large groups.
- Also indicate any special needs your group may have.
- If your class or school is in need of scholarship funding for tickets, and you provide Free & Reduced Lunch to 40% or more of its students, include your school's SARC or a signed note from your principal with this form for your school to be considered for free tickets. If you are in need of bus subsidies or scholarships as well, please email learn@montalvoarts.org.
- Retain a copy of this completed form for your records.

STEP 2

For faster processing, FAX the order form to reserve your space. 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/Field Trips
P.O. Box 158
Saratoga, CA 95071
Or FAX to: (408) 867-5825

STEP 3

- An invoice will be sent to you indicating confirmed performance date/time, number of tickets (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 Performing Arts Series seats are \$7.00. All History, Science and the Arts Field Trips are \$50 per class (maximum 2 classes).**
- Make checks payable to: Montalvo Arts Center.
- Reserve your buses through your school transportation department. Plan to arrive at Montalvo approximately 15-30 minutes before your scheduled activity 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 Montalvo or the Artist cancels an event.

The 2011-2012 Wells Fargo Performing Arts Series for Students & Montalvo History, Science & the Arts Field Trips 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

How did you hear about Montalvo's Performing Arts Series for Students? _____

2. Select Performance or Field Trip. Confirm dates with your school calendar before submitting. Please rank your top three choices, 1st, 2nd & 3rd. Include the number of students & adults. **All Performances** are about 1 hour long, and seats are \$7.00 each.

TITLE	DATE	FOR GRADES	9:30AM	11:30AM	# OF STUDENTS	# OF ADULTS	TOTAL # OF SEATS
Magic School Bus	10/18/11	K-6					
Charlotte's Web	11/10/11	K-5					
American Indian Dance	12/12/11	K-6					
Masankho Banda	1/25/12	K-6					
Hangin' with the Giants	1/31/12	K-4					
San Jose Taiko	2/9/12	K-6					
Cuentos del Arbol	2/13/12	K-4					
Junie B. Jones	3/1/12	K-6					
Are You My Mother?	3/26/12	K-3					
Twinkle Twinkle	4/4/12	K-3					
Br'er Rabbit	4/27/12	K-6					
Cascada de Flores/ Ensamble Ballet Folklórico	5/3/12	K-6					

Dates for History, Science and the Arts field trips will soon be announced. To make sure you are notified as soon as the dates are released, please email learn@montalvoarts.org.

3. Transportation, lunch, special needs

Arriving by: Bus Number of Buses: _____ Car Number of Cars: _____

Weather permitting, will you bring your sack lunches to eat after your Field Trip to Montalvo? Yes No

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 bus reimbursements/subsidies to some schools with at least 40% of students receiving free & reduced lunch. Bus reimbursements are limited, so please email learn@montalvoarts.org if you would like to be considered. Again, to apply, for free tickets and bus subsidies include a signed confirmation from your principal or your most recent SARC with this form.

5. Submit Your Request

Confirm dates with your school calendar **first!** Submit request via fax (408) 867-5825, or mail to: Montalvo Arts Center, Attention: Education/Field Trips, P.O. Box 158, Saratoga, CA 95071

For More Information

Visit www.montalvoarts.org, email learn@montalvoarts.org or call the Box Office at 408.961.5858 (M-F 10-4).