



The 2012-2013 Wells Fargo Performing Arts Series for Students & Montalvo Arts Center Field Trips

PROCEDURE TO REQUEST TICKETS

STEP 1

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

History, Science, Nature and the Arts Field Trip: Montalvo Arts Center is a beautiful 175 acre park that brings together the arts, nature and science. This property was owned by Senator James Phelan who built an historic Villa in 1912. Montalvo hosts a year round artist residency program and sculptures on the grounds. Tours of the property are offered throughout the academic school year for grades K-12, and can be tailored to your grade level. Special docented tours for 3rd & 4th grades are focused on California history, science and the arts curriculum standards. **Check our website for more info.** Email learn@montalvoarts.org or call Charlee Wagner, Education Coordinator at (408) 913-7460.

- **Check your school calendar before submitting ticket requests!**
- Complete all contact info including a cell number if possible.
- Enter your total number of seats, including students and adults. For these performance Montalvo recommends 1 adult for every 10 students.
- Indicate your mode of transportation, bus or car, and the number of vehicles for your school.
- Weather permitting, you can bring sack lunches to eat after the performance or field trip. There are no picnic tables, but there is beautiful front lawn to sit on!
- Indicate any special needs you may have.
- If your class or school is in need of scholarship funding for tickets or bus subsidies, and you provide Free or Reduced Lunches to 40% or more of your students, please include your school's SARC, or a signed note from your principal with this form for your school to be considered for free or discounted tickets. Email learn@montalvoarts.org for more info.
- Retain a copy of this completed form for your records.

STEP 2

For faster processing, FAX the order form to reserve your space (408) 867-5825. Orders may also be mailed. We must receive your ticket form to reserve the seats. Call Savoy Stevens, at (408) 913-7468 or email sstevens@montalvoarts.org for more info about ordering tickets. **Don't delay – these performances sell out quickly!**

Please complete and send form to:

Montalvo Arts Center
c/o Education Department
P.O. Box 158
Saratoga, CA 95071

STEP 3

- An invoice will be sent to you indicating confirmed performances, date/time, number of tickets (students & adults), and total amount due. Please confirm the actual numbers and remit payment. Schools applying for scholarship tickets (discounted or free tickets) must confirm actual numbers in writing within 30 days of performance.
- **All Performing Arts Series seats are \$7.00. All History, Science, Nature and the Arts Field Trips are \$100/class,** with a maximum of 4 classes per field trip. The special docented tours for 3rd & 4th grade classes are \$100/class with a maximum of 2 classes per field trip.
- Make checks payable to **Montalvo Arts Center**
- Reserve your buses through your school transportation dept. Plan to arrive at Montalvo approximately 30 minutes before your scheduled performance to expedite seating. Please plan accordingly for morning traffic from your school.

STEP 4

You will receive notification of your ticket status. Once we have confirmed your ticket order, we will send you and a "Welcome Packet" and Study Guides.

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 tickets you need changes. Requests for additional seats are subject to availability. Teachers will pick up the tickets at the Box Office the morning of the show. Sorry - there are no refunds unless Montalvo or the Artsits cancels the event.

The 2012-2013 Wells Fargo Performing Arts Series for Students Ticket Request Form

1. Complete all contact information.

School Name: _____ Principal: _____
 Teacher: _____ Grade/Subject: _____
 School Address: _____ City: _____ Zip: _____
 School Phone: _____ School Fax: _____
 Teacher's school email: _____ Teacher's personal email: _____
 Teacher's cell: _____ Contact me by: School Phone Cell Email

2. Select Performance. Confirm dates with your school calendar before submitting. Rank your top three choices, 1st, 2nd, 3rd. Include number of students & adults. Seats are \$7.00 each.

Check here if you are interested in scholarship tickets Check here if you are interested in bus subsidies

TITLE	DATE	FOR GRADES	9:30AM	11:30AM	# OF STUDENTS	# OF ADULTS	TOTAL # OF SEATS	TOTAL AMOUNT DUE	APPLYING FOR SCHOLARSHIP
Twelfth Night	9/12/12	6-12	10AM ONLY	10AM ONLY					
Twelfth Night	9/13/12	6-12	10AM ONLY	10AM ONLY					
The Man Who Planted Trees	10/15/12	K-6							
Eth Noh Tec – Asian Myths & Folktales	11/13/12	K-8							
Oskar and the Big Bully Battle	11/28/12	K-6							
AXIS Dance Company	12/11/12	K-8							
Music & Dance from Zimbabwe	1/17/13	K-8							
San Jose Taiko	1/31/13	K-8							
Velveteen Rabbit	2/7/13	K-4							
Jazz Reach – GET HIP!	2/12/13	2-8							
MatheMagic!	2/26/13	3-8							
If You Give a Mouse a Cookie	3/1/13	K-3							
Crosspulse – World Music	3/6/13	K-8							
Prince Rama and the Monkey King	4/17/13	K-6							
Quinteto Latino	5/2/13	2-6							

Check here if you are interested in History, Nature, Science & the Arts Field Trips.
 Call Savoy Stevens, at (408) 913-7468 or email sstevens@montalvoarts.org for more info about ordering tickets.

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

Do you have any special needs? _____

4. Schools with 40% Free and Reduced Lunch Program

Montalvo provides free and discounted scholarship tickets, and limited bus subsidies to some schools with at least 40% of the students receiving free & reduced lunches. If you would like to be considered for these subsidies, you must include a letter from your principal confirming that your school is part of this lunch program, or submit your most recent SARC with this form.

5. Submit Ticket Request Form

Submit requests via fax (408) 867-5825 or mail to: Montalvo Arts Center, c/o Education Dept, P.O. Box 158, Saratoga, CA 95071

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

NEW! VISUAL & PERFORMING ARTISTS in the SCHOOLS PROGRAM.

For more info call Ruth Mankin, Education Director at (408) 961-5818 or email rmankin@montalvoarts.org.

For More Information

Visit montalvoarts.org or email learn@montalvoarts.org