



2018–19 SchoolTime Performance Series Order Form

Section I. SCHOOL INFORMATION

Please fill out the form completely. Should you have any questions, please call the Arts Education department at 973.297.5828.

School Name: _____

School Address: _____

Street Address

City

State

Zip

School Phone Number

School Fax Number

School Website

County: _____ School District: _____

Principal

Name: _____

Salutation

First

Last

Principal's Phone Number

Principal's Email Address

School Secretary

Name: _____

Salutation

First

Last

School Secretary's Phone Number

School Secretary's Email Address

Group Coordinator The Group Coordinator is the individual responsible for coordinating the trip.

Name: _____

Title

First

Last

Coordinator's Phone Number

Coordinator's Email Address

Section II. PERFORMANCE INFORMATION

Please enter the performance information below. An invoice will be generated and sent to the group coordinator upon confirmation of availability of seats. Seats are purchased on a first come, first serve basis.

PERFORMANCE TITLE	DATE & TIME	GRADE LEVEL	#STUDENT SEATS	#CHAPER-ONE SEATS	TOTAL SEATS
<i>Arturo O'Farrill Quartet</i>					
<i>Alvin Ailey American Dance Theater</i>					
<i>Beats, Rhymes and Tap Shoes with Maurice Chestnut</i>					
<i>Freedom Bound</i>					
<i>Magic Treehouse: Showtime with Shakespeare</i>					
<i>Marshall</i>					
<i>Nai-Ni Chen Dance Company: Year of the Pig</i>					
<i>Shadow Play</i>					
<i>The Nutcracker: The State Ballet Theater of Russia</i>					
<i>The Rainbow Fish</i>					
<i>Tomás and the Library Lady</i>					
<i>Turning 15 on the Road to Freedom</i>					

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Section III. PAYMENT INFORMATION

Schools may order seats to more than one performance. A purchase order or check is required no later than 2 weeks prior to scheduled performance date.

How will you be paying for this order?

Purchase Order – Purchase Order is issued by _____

Check – Check is issued by _____

Name of Fiscal Officer: _____ Title: _____

Phone Number: _____ Email Address: _____

Section V. ORDER COMPLETION

I certify that the information entered in this order form is true and complete.

I understand that by signing below, my school and/or district is liable for the seats purchased should the seats be available. I also understand that an order is not complete until I receive a confirmation of receipt from NJPAC and an invoice.

Signature of School Representative: _____

Title: _____ Date: _____

NJPAC USE ONLY

DATE RECEIVED: _____

DATE ENTERED: _____

INVOICE #: _____

PO #: _____

ACCOUNT #: _____

V/T: _____

Please mail, fax or email the completed form to:

SchoolTime Performance Series

New Jersey Performing Arts Center · 1 Center Street, Newark, NJ 07102

Fax: 973.642.0654 **Email:** kconner@njpac.org **Questions:** 973.353.8055



SchoolTime Performance Series – Field Trip Frequently Asked Questions

Welcome to the 2018-19 SchoolTime Performance Series! To help make your field trip as smooth as possible, please review the following FAQs. If you have further questions, please contact us at schoolttime@njpac.org.

Thanks for taking the time to enrich your classroom lessons at NJPAC!

Reservation Process

How do I reserve my seats?

Fill out and return a paper order form or fill out an online order form here. You will receive two emails to confirm your order: the first is automatically generated and will confirm your order has been received, the second will confirm your seats with an invoice. Due to limited availability, your seats are not confirmed until you receive a confirmation email with an invoice. If it has been more than two weeks since you placed your order and you have not yet received a confirmation and invoice, please contact us at schoolttime@njpac.org.

When will I receive my tickets?

Prior to your performance you will receive a SchoolTime Performance Series Voucher via email. Our ushers will greet you upon arrival and help you to your seats.

How do I figure out how many seats to order?

As we have limited seats please make your best guess at attendance (including chaperones and teachers). Your school will likely have guidelines on chaperone to student ratios for field trips.

Why was I placed on a waitlist?

If a performance is at capacity when your order is received, you will be notified that you have been placed on a waitlist. We will notify you via email if seats become available.

How do I get the best seats?

We do our best to seat groups in an order that creates the most enjoyable and rewarding experience for students. Seating is determined by any accessibility accommodations and by the arrival of school buses on the day of performance.

How do I request accommodations for students with special needs?

Please indicate any requests on your order form or contact us at schoolttime@njpac.org to make a request. Please allow us five weeks notice for any interpreter needs.

What accommodations can you make for students with special needs?

Please notify us 5 weeks in advance for any interpreter needs, and 2 weeks in advance for all other options. We can provide:

- American Sign language interpreter
- Assistive listening devices
- Closer seats for students with vision impairments
- Wheelchair accessible seating
- Fewer stairs for those with other mobility issues
- Monitors in the lobby for students who need to leave the theater

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Add-on Programs

Can we stay for lunch?

Due to space limitations, we cannot allow groups to eat meals on the premises. Please note that snacks and drinks are not permitted in the theater. However, on sunny days, you may be able to eat lunch in our Theater Square or Military Park located directly across from NJPAC.

Pricing and Payment

How much are seats?

Seats are \$8 for performances in our Victoria Theater and \$15 for performances in our Prudential Hall. There is no group minimum. We do not offer lap seats for any SchoolTime performances -- each audience member must have a seat purchased.

When is payment due and how do I pay?

Payment is due in the form of check or purchase order 45 days after receiving your invoice. Checks and purchase orders should be sent to the NJPAC address located on your invoice.

What if I can't make the payment deadline?

If you anticipate being unable to make the payment by the due date, please contact roppongboateng@njpac.org.

What if I have to cancel my order?

If NJPAC cancels a performance, we will attempt to reschedule the performance. If the performance cannot be rescheduled, your school will receive a full refund.

If your school is closed but the performance is not cancelled, we are unable to refund your money. However, we will attempt to accommodate your school at another NJPAC SchoolTime Performance during the 2018-19 season, based on availability. In all other circumstances, tickets are non-refundable and non-exchangeable.

Performance Information

How long is the performance?

Unless otherwise noted, all performances are approximately 60 minutes in length and include a 5 minute question and answer session with the artists.

When should we arrive? Where does my bus park?

Please plan on arriving a half-hour before the performance to allow for seating. Show time starts promptly and latecomers will be seated at the discretion of management. Your SchoolTime Performance Series Voucher will include parking and bus instructions.

Do you offer teacher resource guides?

Yes! Approximately one month prior to the performance, you will receive an email with a PDF version of our teacher resource guide, designed to allow you to make the most of your trip to NJPAC before and after the show.

What is your weather policy?

We will only cancel a show if the building is closed, which occurs very rarely. Call us at 973.297.5828 after 6:30AM the day of your performance for any updates or cancellations. If NJPAC cancels a performance, we will attempt to reschedule the performance. If the performance cannot be rescheduled, your school will receive a full refund.

If your school is closed but the performance is not cancelled, we are unable to refund your money.

However, NJPAC will attempt to accommodate your school at another NJPAC SchoolTime Performance during the 2018-19 season, based on availability.

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