

Order Form Instructions

Fill out the order form completely, providing all contact information, including payment information. Incomplete order forms without payment information will not be processed. All requests are processed in the order in which they are received and we will try to accommodate as many requests as possible based on availability. Once your order form is processed you will receive a confirmation email. Performance vouchers and links to digital teacher resource guides will be sent closer to the date of your performance. Due to high volume early in our season confirmations will take an average 1-2 weeks to reach you. If you have not received a confirmation in that time, please contact our office. NJPAC cannot be held responsible for illegible faxes or correspondence lost in the mail.

School Group Policies

- We do not issue tickets; you will receive a performance voucher and your group will be seated upon arrival. Chaperones must arrive and enter the theater with their school group.
- Please adhere to our grade level recommendations for each performance. Please contact our office in advance to request any exceptions.
- Do not bring extra students or chaperones on the day of your performance. Please request any additional seats in advance to determine if we have availability.
- Buses should plan to arrive 30 minutes prior to your performance start time to allow for seating. Show time starts promptly and latecomers will be seated at the discretion of management.

Changes and Cancellations

- Changes: If your group has already registered for a performance and would like to purchase additional seats, please call our office to inquire about availability. If we are able to accommodate your group, we will ask you to submit a written request through fax or email. Many of our events sell out; for this reason, we ask that you do not bring extra students or chaperones on the day of your performance without calling in advance to ensure that we have space available. We will only admit those students and chaperones who have registered for seats in advance.
- Cancellations: If NJPAC cancels a performance for any reason, we will attempt to reschedule. 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 issue a refund. However, we will attempt to accommodate your school at another NJPAC SchoolTime performance during the same school year, based on availability. In all other circumstances, tickets are non-refundable and non-exchangeable.

School Inclement Weather

- NJPAC 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. 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 offer a refund. However, NJPAC will attempt to accommodate your school at another NJPAC SchoolTime performance during the same school year, based on availability.



2019–20 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
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School Phone Number	School Fax Number	School Website
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County: _____ School District: _____

Principal

Name: _____

Salutation	First	Last
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Principal's Phone Number	Principal's Email Address
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School Secretary

Name: _____

Salutation	First	Last
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School Secretary's Phone Number	School Secretary's Email Address
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Group Coordinator *The Group Coordinator is the individual responsible for coordinating the trip.*

Name: _____

Title	First	Last
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Coordinator's Phone Number	Coordinator's Email Address
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Section II. Accessibility

We require at least two weeks advance notice to provide these services. If you have questions about accessibility, please contact our office at 973.297.5828 or schooltime@njpac.org.

Does any member of your group require any accessibility accommodations? Yes No

Wheelchair accessible seating: #Attendees _____ Performance Dates _____

Easy access seating (no stairs) #Attendees _____ Performance Dates _____

Assistive listening device #Attendees _____ Performance Dates _____

Sign language interpretation #Attendees _____ Performance Dates _____

Additional companion seats #Attendees _____ Performance Dates _____

Section III. Performance Information

On the following pages, please indicate the performances you are requesting and the number of students and adults attending. Every person, regardless of age, must purchase a seat in advance.

On the Basis of Sex • \$5 per person

Mon, Nov 4 @ 10AM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

Sean Jones Quartet • \$8 per person

Tue, Nov 12 @ 10AM
 # Adults _____ # Students _____ Grades _____
Tue, Nov 12 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

Chato's Kitchen • \$8 per person

Thu, Dec 5 @ 10AM
 # Adults _____ # Students _____ Grades _____
Thu, Dec 5 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Fri, Dec 6 @ 10AM
 # Adults _____ # Students _____ Grades _____
Fri, Dec 6 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

Jungle Book • \$8 per person

Tue, Dec 10 @ 10AM
 # Adults _____ # Students _____ Grades _____
Tue, Dec 10 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Wed, Dec 11 @ 10AM
 # Adults _____ # Students _____ Grades _____
Wed, Dec 11 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

Damien Sneed: We Shall Overcome • \$15 per person

Wed, Jan 15 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

**Nai-Ni Chen Dance Company
 Year of the Golden Rat • \$8 per person**

Thu, Jan 23 @ 10AM
 # Adults _____ # Students _____ Grades _____
Thu, Jan 23 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Fri, Jan 24 @ 10AM
 # Adults _____ # Students _____ Grades _____
Fri, Jan 24 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

Liner Notes • \$8 per person

Thu, Feb 6 @ 10AM
 # Adults _____ # Students _____ Grades _____
Thu, Feb 6 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Fri, Feb 7 @ 10AM
 # Adults _____ # Students _____ Grades _____
Fri, Feb 7 @ 12:30PM
 # Adults _____ # Students _____ Grades _____
Total \$ _____

The Very Hungry Caterpillar • \$8 per person

Thu, Mar 12 @ 10AM
 # Adults _____ # Students _____ Grades _____

Thu, Mar 12 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Fri, Mar 13 @ 10AM
 # Adults _____ # Students _____ Grades _____

Fri, Mar 13 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Total \$ _____

The Boy Who Grew Flowers • \$8 per person

Thu, May 28 @ 10AM
 # Adults _____ # Students _____ Grades _____

Thu, May 28 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Fri, May 29 @ 10AM
 # Adults _____ # Students _____ Grades _____

Fri, May 29 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Total \$ _____

Ballet Hispánico • \$8 per person

Thu, Mar 19 @ 10AM
 # Adults _____ # Students _____ Grades _____

Thu, Mar 19 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Fri, Mar 20 @ 10AM
 # Adults _____ # Students _____ Grades _____

Fri, Mar 20 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Total \$ _____

Alvin Ailey American Dance Theater • \$15 per person

Fri, May 8 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Recycled Percussion • \$8 per person

Thu, Apr 23 @ 10AM
 # Adults _____ # Students _____ Grades _____

Thu, Apr 23 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Fri, Apr 24 @ 10AM
 # Adults _____ # Students _____ Grades _____

Fri, Apr 24 @ 12:30PM
 # Adults _____ # Students _____ Grades _____

Total \$ _____

Section IV. Payment Information

- Order forms submitted without payment will not be processed and full payment is due at the time of ordering. Acceptable forms of payment include check (school or personal) or money order.
- Please note: If the preferred payment options are not immediately available, a school purchase order may be submitted and an invoice will be sent to you. A purchase order is a legally binding document. A copy of your purchase order must accompany this order form. A purchase order is only used to secure seats, it is not considered payment. It is the responsibility of the school contact listed on this order form to ensure that their finance office receives the necessary paperwork to submit a payment.
- Actual payment must be received 30 days after successful submission of this order form. Orders not paid by that time are subject to cancellation by NJPAC. If you or your school has a previous unpaid balance, new registrations will not be accepted until the balance is paid in full.
- Enclosed: Please make all checks, money orders and purchase orders payable to “New Jersey Performing Arts Center.”
- Personal or School Check # _____
- Purchase Order # _____
- Grand Total: \$ _____

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 have also read and understand the NJPAC Group, Changes & Cancellations, School Inclement Weather and Payment policies.

Signature of School Principal and/or District Supervisor:

Title:

Date: _____

You're almost done!

Please send the entire form and payment to:

New Jersey Performing Arts Center
ATTN: Kyle Conner / Manager, Sales & Partnerships
1 Center Street
Newark, NJ 07102
or FAX to 973.642.0654
or EMAIL to kconner@njpac.org