

### **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

\_\_\_\_\_ 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. 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](mailto: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**

**Tue, Jan 14 @ 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: SchoolTime Performance Series  
1 Center Street  
Newark, NJ 07102  
or FAX to 973.642.7799  
or EMAIL to [schovertime@njpac.org](mailto:schovertime@njpac.org)