

For State Theatre use only

Transaction # \_\_\_\_\_ Patron ID # \_\_\_\_\_

## Patron Information

School \_\_\_\_\_

Address \_\_\_\_\_

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Email address\* \_\_\_\_\_  Check here if you would like to receive correspondence via regular mail as well as email.

Daytime phone\* \_\_\_\_\_

Evening/cell phone\* \_\_\_\_\_ Fax \_\_\_\_\_

\*Email address and daytime and evening/cell phone numbers are required.

## How to Order

1. Fill out the PATRON INFORMATION section above. Be sure to include email address and both daytime and evening phone numbers.
2. On the reverse side of this form, indicate how many seats you want to order for which performance(s).
3. Fill out the PAYMENT section below. If you require an invoice, we will hold your order for processing until payment is received. Immediate payment is required on orders placed less than one month prior to the performance.
4. Please be sure to indicate special seating requirements (below) and to call us if your seating requirements change.
5. You will receive confirmation of your order within one month of receipt by the State Theatre. We will also email you directions to the theater, instructions on downloading *Keynotes*, and other important information.

## Seating Policy

Seating assignments are made at the discretion of the State Theatre, with special consideration for groups with special needs. As a general rule, seating priority is determined by the date we receive full payment or purchase order—not by the date the order is placed.

Number of students/chaperones requiring these services:

\_\_\_\_ wheelchair-accessible seating    \_\_\_\_ infrared listening devices    \_\_\_\_ other (specify) \_\_\_\_\_

Check here if you would like us to notify you in the event that better seats are available for the alternate performance of an event you have selected.

Please list all teachers attending the performance(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Payment

**PAYMENT POLICY: The State Theatre will not process your order or guarantee your seats for a performance until we receive full payment or a purchase order. If you submit a purchase order, payment must be received at least one month prior to the performance; otherwise, seats will be released by the State Theatre for resale.**

Check or money order (made payable to State Theatre) Check # \_\_\_\_\_

Purchase order\*     Theater send invoice\*     VISA     MasterCard     American Express     Discover

Card # \_\_\_\_\_ Exp. date \_\_\_\_\_ Sec. Code (CCV) \_\_\_\_\_

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_

\*If invoice or purchase order is to be mailed to an address other than the one on the front of this order form, please indicate where to send it: \_\_\_\_\_

Order Total (from reverse): \$ \_\_\_\_\_

Processing Fee (waived for schools) \$ ~~9.00~~

**GRAND TOTAL** \$ \_\_\_\_\_

**REFUND/CANCELLATION POLICY:** All sales are final. No refunds, exchanges, or cancellations will be made unless an event is canceled or postponed by the State Theatre or schools are closed or delayed due to inclement weather.

Name \_\_\_\_\_ Phone \_\_\_\_\_

For events with multiple performance times, be sure to indicate which time you wish to attend. **When calculating free chaperone seats, please remember that you receive one free seat for every 20 seats purchased** (e.g. If you pay for 79 seats, you'll receive 3 additional seats at no charge. If you pay for 80 seats, you'll receive 4 additional seats at no charge).

<b>PERFORMANCE</b>	<b># total seats</b>	<b># free seats (1 per 20 paid)</b>	<b># paid seats</b>	<b>Price</b>	<b>Amount</b>	<b>Grade(s) attending</b>	<b>BOX OFFICE USE ONLY</b>
Harold & the Purple Crayon • Oct. 27, 2009, 10 am				x \$10.00	= \$		
Harold & the Purple Crayon • Oct. 27, 2009, 12 pm				x \$10.00	= \$		
MacHomer • Oct. 28, 2009, 10:30 am				x \$12.00	= \$		
MacHomer • Oct. 29, 2009, 10:30 am				x \$12.00	= \$		
MacHomer • Oct. 30, 2009, 10:30 am				x \$12.00	= \$		
Noche Flamenca • Nov. 18, 2009, 10:30 am				x \$12.00	= \$		
Very Hungry Caterpillar • Dec. 7, 2009, 10 am				x \$10.00	= \$		
Very Hungry Caterpillar • Dec. 7, 2009, 12 pm				x \$10.00	= \$		
Very Hungry Caterpillar • Dec. 8, 2009, 10 am				x \$10.00	= \$		
The Nutcracker • Dec. 18, 2009, 10:30 am				x \$12.00	= \$		
Room on the Broom • Jan. 20, 2010, 10 am				x \$10.00	= \$		
Room on the Broom • Jan. 20, 2010, 12 pm				x \$10.00	= \$		
Scrap Arts Music • Feb. 5, 2010, 10:30 am				x \$12.00	= \$		
Le Grand Cirque • Feb. 26, 2010, 10:30 am				x \$15.00	= \$		
The Amish Project • Mar. 2, 2010, 10:30 am				x \$10.00	= \$		
The Amish Project • Mar. 3, 2010, 10:30 am				x \$10.00	= \$		
The Amish Project • Mar. 4, 2010, 10:30 am				x \$10.00	= \$		
The Amish Project • Mar. 5, 2010, 10:30 am				x \$10.00	= \$		
The Man Who Planted Trees • Mar. 16, 2010, 10 am				x \$9.00	= \$		
The Man Who Planted Trees • Mar. 16, 2010, 12 pm				x \$9.00	= \$		
The Man Who Planted Trees • Mar. 17, 2010, 10 am				x \$9.00	= \$		
The Man Who Planted Trees • Mar. 17, 2010, 12 pm				x \$9.00	= \$		
Mayhem Poets • Apr. 19, 2010, 10:30 am				x \$10.00	= \$		
African Children's Choir™ • Apr. 26, 2010, 10:30 am				x \$9.00	= \$		
Tom Chapin & Friends • May 10, 2010, 10 am				x \$10.00	= \$		
Tom Chapin & Friends • May 10, 2010, 12 pm				x \$10.00	= \$		
				<b>TOTAL: \$</b>			

**Place your order using any of these easy methods:**

**MAIL FORM TO:** State Theatre Programs for Schools  
11 Livingston Avenue, New Brunswick, NJ 08901

**FAX TO:** 732-247-4005 (Be sure to fax both sides of this form.)

**ORDER ONLINE:** [www.StateTheatreNJ.org/education](http://www.StateTheatreNJ.org/education)

**PHONE ORDERS / QUESTIONS:** Call 732-246-SHOW (7469), ext. 545