

2010/2011 Diana Wortham Theatre School Show Reservation Form



Please use one form per show

Instructions: This is a fill-in form. Open in Acrobat Reader (version 8.0 or later) to fill-in on your computer and return by email OR print this form, fill-in by hand, and return by fax or postal mail.

Date: _____

Show Name: _____

Show Date/Time (first choice) _____ Show Date/Time (second choice) _____

School Name: _____ County: _____

Contact First Name: _____ Contact Last Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

School phone: _____ School Fax: _____

Cell phone: _____ Home Phone: _____

Email: _____

Your Planning Period (if applicable): _____

Students: _____ # Teachers: _____ # Drivers: _____

Additional Chaperones: _____ Grade(s) attending: _____

Please indicate any of the following special needs you may have in your group:

Wheelchairs (How many? _____) Vision impaired Hearing impaired

Additional Notes: _____

I have read and agree to the attached school show policies.

Payment Information

Groups of 10 or less : \$7 per person for all shows except *A Midsummer Night's Dream* which is \$11.
Groups of 11 or more: \$6 per person for all shows except *A Midsummer Night's Dream* which is \$10.

Pre-payment is required for groups of 10 or less people. Please include a check (payable to Diana Wortham Theatre) with your form or complete the credit card information below.

Circle Card Type: Visa MasterCard American Express

Card Number: _____ Expiration: _____

Signature: _____

EMAIL TO: Rae Geoffrey at rae@dwtheatre.com

FAX TO: (828) 251-5652

OR MAIL TO: Diana Wortham Theatre Department of Education and Outreach
2 South Pack Square, Asheville, NC 28801

QUESTIONS: Call 828-257-4544 x307 or email rae@dwtheatre.com

Y.E.S. FUND NEED-BASED SCHOLARSHIPS: Get information and an application at www.dwtheatre.com

DIANA WORTHAM THEATRE SCHOOL SHOW POLICIES



*Thank you for bringing your group to a school show at Diana Wortham Theatre!
In preparation for your trip to the theatre, please review the following policies and check the corresponding box on your order form.*

PAYMENT

- **Groups of 10 or less** people are required to pay in full at the time of reservation.

- **Groups of 11 or more** people are required to pay in full 3 weeks prior to the performance. Teachers receive 1 free seat for every 10 paid seats. All others pay the listed student price. If payment is not received by your due date, Diana Wortham Theatre reserves the right to release your seats to schools on the waiting list.

After your due date, no refunds are offered except in the case of a snow date*.

AGE/GRADE LEVELS

When possible, an age or grade recommendation is listed on our website for each show. These recommendations are based on information about the show provided by the producing company. The final decision about appropriateness is left up to the teacher. Your students should be able to sit reasonably still and quiet without disturbing the performance or other audience members. Please note that no children under 2 years of age are permitted at school shows.

ARRIVAL TIME

Plan to arrive and check in at the theatre at least a half hour prior to the start of the performance. Tardy arrivals may cause the performance to start late and, consequently, may delay your return to school. If you are running late, please call the front desk at 828-257-4530 and ask them to let us know when to expect you.

SEATING POLICY

The Diana Wortham Theatre is an intimate theatre with roughly 500 seats in an orchestra, balcony and mezzanine section. Some of our school shows have extensive waiting lists. We do our best to fill the theatre to capacity to allow as many students as possible to see a performance. **School Show Seating is not assigned on a first come, first served basis.** It is not possible to seat groups in requested areas or levels. Every effort is made to get you the best possible seating and to keep your group as consolidated as possible. We cannot move you and do not offer refunds in the case that you are unsatisfied with your seats.

SPECIAL NEEDS

We will do everything in our power to meet the special needs of your student(s). Diana Wortham Theatre is wheelchair accessible with an elevator and several seating spaces for wheelchairs. The theatre also has audio assisted listening devices which can be obtained upon advance request. It is imperative that teachers inform management of any special needs when you make your reservation so that we may adequately prepare and assign seating.

BEHAVIOR

Teachers, parents and other chaperones are responsible for student behavior while you are at Pack Place. An appropriate number of adults must attend students at all times. We want you to have a great time at the performance and encourage involvement such as laughter, clapping and audience participation when appropriate. However, students who are disruptive will be asked to leave by an usher or by theatre management. No refund will be offered to these students.

IN CASE OF SNOW*

If you are scheduled to come to the theatre during the winter months, your contract may list a snow date. If your school is cancelled and you have a snow date in your contract, all monies and contractual obligations will be transferred to that date. If a snow date is not offered and school is cancelled in your district, your money will be refunded minus a \$25 registration fee. Home school groups are subject to the snow days called in their district.

Need more information?

Please refer to the school shows page at www.dwththeatre.com for an extensive list of Frequently Asked Questions, email rae@dwtheatre.com or call 828-257-4544 x307.

DIANA WORTHAM THEATRE SCHOOL SHOW FAQ



WHO CAN ATTEND A SCHOOL SHOW?

School shows are open to any public, private, home, charter or magnet school students and their teachers in all grades. When available, tickets are also available to the public. Children under the age of two may not attend a school show.

AGE RECOMMENDATIONS

When possible, age or grade recommendations are listed for Diana Wortham Theatre School shows to help teachers judge the appropriateness of the content for their students. These are guidelines only based on information received from the producing companies. The final decision on appropriateness is left up to the teacher.

WHAT IF I CAN'T AFFORD TO BRING MY CLASS TO A SCHOOL SHOW?

Money is available through the Y.E.S. Fund for students in the public school system who receive free or reduced lunches. Click [here](#) for more information and an application.

WHERE DO WE PARK OUR CARS?

Street parking is available downtown. Most parking is metered at \$0.25 per 15 minutes for up to two hours. Come prepared with quarters! There is also a parking garage attached to the building with a direct entrance the balcony lobby off the third level of the garage. Fees for the garage start at \$2.00 an hour with a maximum fee of \$8.00 per day.

HOW DOES PAYMENT WORK?

For groups of 10 people or less, payment is due when you place your reservation. For groups of 11 or more, payment is due three weeks prior to the performance. Teachers receive one free ticket for every ten paying students. Bus drivers are free. After your due date, your purchase becomes a final, non-refundable sale.

WHAT FORMS OF PAYMENT DO YOU ACCEPT?

Checks: Make checks payable to Diana Wortham Theatre
Credit Cards: Visa, Mastercard and American Express

WHAT IF I HAVE ABSENT STUDENTS ON THE DAY OF THE SHOW?

Diana Wortham Theatre is unable to offer refunds for absent students.

DO I HAVE TO PAY FOR A CHILD IF HE/SHE SITS ON MY LAP?

All children 2 and older are required to purchase a ticket. Of course you are welcome to hold your child on your lap or to bring a booster seat to help them see the performance. Please note that children under 2 years of age are not permitted at school shows.

WHAT IF WE HAVE A SNOW DATE OR DELAY IN OUR DISTRICT?

If you are scheduled to come to the theatre during the winter months, your contract may list a snow date. If your school is canceled and you have a snow date in your contract, all monies and contractual obligations will be transferred to that date. If a snow date is not offered and school is canceled in your district, your money will be refunded minus a \$25 registration fee. Home schools are subject to the snow days called in their county. Updates are available at 828-257-4544 x307 after 6:00 AM on the day of the show.

WHAT TIME SHOULD WE ARRIVE?

Plan to arrive and check in at the theatre at least a half hour prior to the start of the performance. It takes a while to fit 500 students in the theatre! Tardy arrivals may cause the performance to start late and, consequently, may delay your return to school. If you are running late, please call the front desk at 828-257-4530 and ask them to let us know when to expect you. (continued on next page)



DO YOU ISSUE TICKETS TO OUR GROUP?

Tickets are not printed for school shows. Groups of 10 or more will receive an itinerary which may be used as a confirmation.

WILL WE RECEIVE PLAYBILLS?

Playbills are not usually provided for school shows as they are a distraction for children during the performance.

DO YOU PROVIDE STUDY GUIDES?

Links to downloadable Study Guides (when available) are posted on the Diana Wortham Theatre website under the show descriptions.

WHERE WILL WE SIT IN THE THEATRE?

The Diana Wortham Theatre is an intimate theatre with roughly 500 seats in an orchestra, balcony and mezzanine section. We do our best to fill the theatre to capacity to allow as many students as possible to see a performance. Due to its small size, there are very few “obstructed view” seats in our theatre. School Show Seating is NOT assigned on a first come, first serve basis. It is not possible to seat groups in requested areas or levels. Seating assignments take some creativity and hard work. The process can be equated to putting a puzzle together! All efforts are made to get you the best possible seating and to keep your group as consolidated as possible. We cannot move you and do not offer refunds in the case that you are unsatisfied with your seats. In some cases, public performances of the same show are offered in the evenings. At these shows, you may choose your seats when you reserve your tickets through the box office.

WHAT SERVICES DO YOU OFFER FOR MY SPECIAL NEEDS STUDENT?

Diana Wortham Theatre is fully accessible with an elevator and several seating spaces for wheelchairs. However, it is imperative that teachers inform management of any special wheelchair seating needs when you send in your contract so that we may adequately prepare and assign seating. The theatre also has hearing assisted listening devices and can provide other services upon request.

CAN WE TAKE PICTURES?

Photography and recordings of any type are not permitted at school shows.

BEHAVIOR

Teachers, Parents and other chaperones are responsible for student behavior while you are at Pack Place. An appropriate number of adults must attend students at all times. We want you to have a great time at the performance and encourage involvement such as laughter, clapping and audience participation when appropriate. However, students who are disruptive will be escorted to the lobby by an usher or by theatre management. No refund will be offered to these students. [Click here for a helpful synopsis about theatre etiquette for school groups.](#)

CAN WE BRING OUR LUNCHES WITH US?

You are welcome to bring lunches and eat in the Pack Place Lobby after the performance. Please let us know when you make your reservations that you plan to eat lunch at the theater. When you check in, please let management know you have school lunches and ask them where they can be stored until after the performance.

Didn't find the answer to your question?

Call Rae Geoffrey at 828-257-4544 x307 or email rae@dwtheatre.com