

2011/2012 Diana Wortham Theatre School Show Reservation Form

Please write clearly & use one form per show



Today's 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: _____ Email: _____

Please note the best method and time to contact you: _____

Students: _____ # Teachers: _____ # Drivers: _____

Additional Chaperones: _____ Grade(s) attending: _____

Please check the box next to any special seating needs you may have in your group:

Seating for Students who use a wheelchair (How many? _____)

Seating for Students with a hearing impairment Seating for Students with a vision impairment

Additional Notes: _____

➔ I have read and agree to the attached school show policies. _____
(signature required)

Payment Information

**Groups of 10 or less : \$7 per person for all shows except *Macbeth* which is \$11 and *Seussical* which is \$9.
Groups of 11 or more: \$6 per person for all shows except *Macbeth* which is \$10 and *Seussical* which is \$8.**

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: _____

▶ **FAX TO:** Rae Geoffrey at (828) 251-5652

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

? **QUESTIONS:** Call 828-210-9837 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 guidelines 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 children under 2 years of age are not 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 students. Diana Wortham Theatre is wheelchair accessible with an elevator and several seating spaces for students in 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 in this case.

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.dwtheatre.com for an extensive list of Frequently Asked Questions, e-mail rae@dwtheatre.com or call 828-210-9837.