



MATINEE SERIES FOR STUDENTS AND FAMILIES

2018-2019 GROUP RESERVATION ORDER FORM

Tickets for all shows: Groups of 10 or fewer, \$10 • Groups of 11 or more, \$9
Please select your preferred time and grade level, and indicate number of people.

GRADE LEVEL COLOR KEY: Grades PreK-5 Grades 6-8 Grades 9-12

SHOW	Select Your Preferred Show Time and Grade Level		# of Students	# of Teachers	# of Chaperones	# of Buses
We the People Theatreworks USA <i>Recommended Grades: 4-8</i> Grade Level Attending: _____	October 11 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM	October 12 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM				
The Tempest Warehouse Theatre <i>Recommended Grades: 6-12</i> Grade Level Attending: _____	October 23 <input type="checkbox"/> 9:30 AM <input type="checkbox"/> 12:00 PM					
Soul Street Dance <i>Recommended Grades: 1-12</i> Grade Level Attending: _____	October 30 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM					
BLINDSIDE <i>Recommended Grades: 4-12</i> Grade Level Attending: _____	November 2 <input type="checkbox"/> 10:00 AM					
The New Chinese Acrobats <i>Recommended Grades: K-12</i> Grade Level Attending: _____	November 8 <input type="checkbox"/> 10:00 AM					
Dorrance Dance <i>Recommended Grades: 4-12</i> Grade Level Attending: _____	November 16 <input type="checkbox"/> 10:00 AM					
A Midsummer Night's Dream Aquila Theatre <i>Recommended Grades: 6-12</i> Grade Level Attending: _____	February 4 <input type="checkbox"/> 10:00 AM					
MOMIX: Opus Cactus <i>Recommended Grades: 2-12</i> Grade Level Attending: _____	February 21 <input type="checkbox"/> 10:00 AM					
Freedom Train Theatreworks USA <i>Recommended Grades: 3-9</i> Grade Level Attending: _____	February 25 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM	February 26 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM				
The Magic School Bus Theatreworks USA <i>Recommended Grades: K-5</i> Grade Level Attending: _____	March 5 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM	March 6 <input type="checkbox"/> 10:00 AM <input type="checkbox"/> 12:00 PM				
Ballet Hispánico <i>Recommended Grades: 2-12</i> Grade Level Attending: _____	April 10 <input type="checkbox"/> 10:00 AM					
TOTALS						

Do you need downtown bus parking?
Yes/No _____



MATINEE SERIES FOR STUDENTS AND FAMILIES 2018-2019 GROUP RESERVATION INFORMATION

FINANCIAL ASSISTANCE

- Indicate if you are applying for financial assistance for any students who receive free or reduced lunches.
(Please complete and attach the provided Y.E.S. Fund Application.)

SPECIAL ASSISTANCE

- Do you require wheelchair or aisle seating, an ASL interpreter, or other accessibility accommodations?
Please note your needs below.

NOTES

Is there anything else we should know?

CONTACT INFORMATION

Contact Name

School Name

Address

City

State

County

Zip

E-mail

Work Phone

Cell Phone

Bookkeeper Name

Bookkeeper E-mail

PAYMENT INFORMATION

If you choose not to include payment information when submitting the form digitally, we will contact the person responsible for payment directly.

Payment method: Cash Check # _____ Visa MC Amex

Card Number

Expiration Date

Signature

Date

Person responsible for payment/Cardholder name

Contact Phone Number

Payment Policies: A deposit of \$1 per student is due at the time of reservation. The final payment is due three weeks prior to the performance. Refer to page 4 for Matinee Policies.

- I have read the Matinee Series Policies and agree to the payment terms above.

PHOTO RELEASE

I agree that Diana Wortham Theatre and its representatives may take and use photographs or videos of students from my school with or without their names and for any lawful purpose, including (but not exclusively) such purposes as publicity, illustration, advertising, and web/online content.

Representative Signature

Printed Name

RETURN THIS FORM

By mail or in person:

Diana Wortham Theatre
18 Biltmore Ave.
Asheville, NC 28801

By e-mail:

boxoffice@dwtheatre.com

FOR BOX OFFICE USE

Received: _____ Order #: _____

Processed: _____ Account #: _____



Diana Wortham Theatre Y.E.S. Fund Application

Thank you for your interest in the DWT Matinee Series. Please complete the information below and return it with your reservation form as soon as possible. Scholarships are granted throughout the season based on availability. Our staff will contact you via email with the status of your application.

Date: _____

Show Name: _____

School Name: _____

County: _____

Contact First Name: _____ Contact Last Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

School phone: _____

Email: _____

Alternate phone: _____

My total reservation includes _____ students
(Please include your Group Reservation Form with your Y.E.S. Fund application.)

I am requesting scholarship funds for _____ students in this group who are on a free or reduced lunch program.

I hereby certify that _____ students in this group receive free or reduced lunch.

Principal Name (printed)

Principal Signature

Date

REQUIRED: (Your application must be complete and must include a narrative to be considered for funding.)
Please attach a short narrative describing why you are interested in bringing your students to this production. How will you use this event as a teaching opportunity? What do you think your students will learn from this experience? How do you think this event will support the work you do in the classroom?

I agree to review and complete the pre and post show exercises provided by DWT with my students.

TEACHER SIGNATURE

RETURN VIA MAIL OR EMAIL TO:

boxoffice@dwtheatre.com
Diana Wortham Theatre, 18 Biltmore Ave., Asheville, NC 28801
828-257-4530

THANK YOU!



DIANA WORTHAM THEATRE MATINEE POLICIES

*Thank you for bringing your group to a Matinee 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 fewer** 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. A \$1.00 per student non-refundable deposit is due at the time of reservation. Deposit amounts will be applied to the remaining balance. Teachers receive 1 free seat for every 10 paid seats. (The complimentary ticket is intended for teachers within a large group only and does not apply to other chaperones or parents attending with your group.) 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.

No refunds are offered after the due date except in the case of a snow day*.

APPROPRIATE AGE/GRADE/DEVELOPMENTAL LEVELS

When possible, an age or grade recommendation is listed. 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 or parent. 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 Matinees.

COMMUNICATION

The contact person listed on the reservation form is responsible for communicating information provided in this document, and in follow up emails or calls from DWT, to all adults and children in their group.

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 Box Office at 828-257-4530 to let us know when to expect you.

SEATING POLICY

The Diana Wortham Theatre is an intimate theatre with roughly 475 useable seats in an orchestra, balcony and mezzanine section. Some Matinees have extensive waiting lists. The theatre is filled to capacity to allow as many students as possible to see a performance. **Matinee 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 place groups in the best possible seating and to keep your group as consolidated as possible. Staff cannot move groups, and the theatre does not offer refunds in the case that you are unsatisfied with your seats.

SPECIAL NEEDS

Diana Wortham Theatre is wheelchair accessible with an elevator and several seating spaces for students in wheelchairs. Audio loop technology is available in the theatre for the hearing impaired. 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 at Diana Wortham Theatre. 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, including deposit, 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 Matinee page at www.dwtheatre.com for an extensive list of Frequently Asked Questions, or e-mail boxoffice@dwtheatre.com or call 828-257-4530.