

PAGE to STAGE Information

GENERAL POLICIES

- **ORDERING:** Reservations are taken on a first come first served basis. Seats must be purchased for students age 5 and older. Parents are welcome to attend with their children.
- **TICKETS:** No individual tickets are mailed or issued. Seating is coordinated by a prearranged seating chart. If you have specific needs for your group - seating, hearing impaired, wheel chair access, etc. - please make us aware early of these needs. There is a section on the reservation form to make note of this or you may contact the office with your request.
- **PAYMENT:** A preliminary request may be phoned in but your reservation is *not* guaranteed until payment in full is received for each show by the due date listed on the reservation form, unless special payment arrangements are made with the office. Payments not received by that date may result in the cancellation of your order and/or having your seats reassigned to another group.
- **METHODS OF PAYMENT:** We accept payment by check or money order.
- **PURCHASE ORDERS P.O.'s** are sufficient to hold your reservation. Payment must be received no later than two weeks following the performance.

CHANGING YOUR ORDER

- To make any changes to your order, contact our office. We do not guarantee that changes to your original order can be accommodated.

CANCELLATION POLICY

- Should you need to cancel your School Days reservation, contact our office immediately. We do not give refunds. We will, however, hold a credit on file for one year from cancellation that you may use for a future performance.

ONCE YOUR ORDER IS RECEIVED

- Once your reservation with deposit, purchase order or payment in full is received, you will be mailed a confirmation packet. This will acknowledge receipt of your order and payment, plus include information for teachers, chaperones and students along with details on transportation and parking.

Page to Stage Reservation Form

Please fill out all sections of this form completely. We suggest making a copy for your records prior to mailing in your order. If you have any questions, please call our office at 573-443-0451. Return reservation form with payment, deposit or purchase order to: PACE, 503 E. Nifong, #148, Columbia, MO 65201

SCHOOL/CONTACT INFORMATION

School Name _____ School Phone _____
Homeschool Group Name _____
School Mailing Address _____ City _____ Zip _____
Contact Name _____ Phone _____
Contact Email Address _____
Name of person responsible for group-day of the show, if different from Contact _____
Teacher's Name _____ Email _____ Grade _____
Teacher's Name _____ Email _____ Grade _____

PERFORMANCE SELECTION

1 complimentary adult ticket per every group of 15 students/ Students on Free and Reduced Lunch - Free

Bridge to Terabithia	#students	#adults	The Yellow Boat	#students	#adults
12/3/10 10:00 am	_____	_____	1/14/11 10:00 am	_____	_____
12/3/10 1:00 pm	_____	_____			

Note: if reserving seats for both 10:00 am and 1:00 pm on the same day, please send in a reservation form for each performance time.

ORDER TOTAL

Total # of students _____ @ \$3/student \$ _____

Total # of paid adults _____ @ \$3/adult \$ _____

Total # of adult comps _____ @ \$0.00 (*one comp per 15 students*)

Total # of student comps _____ @ \$0.00

TOTAL SEATS _____ TOTAL DUE \$ _____

PAYMENT DEADLINES

Bridge to Terabithia - 11/23/10

The Yellow Boat - 12/17/2010

PAYMENT OPTIONS

A 50% deposit or Purchase Order must accompany your order if not paying in full to guarantee your order.

Check _____ Purchase Order # _____
(*Make checks payable to: PACE*)

ADDITIONAL INFORMATION

Means of travel _____ Personal vehicles/vans _____ Exact number of school buses _____

Please check one space below During the performance:

_____ Our buses will be parking at the venue

_____ Our buses will not be parking at the venue

Number of wheelchair seats needed _____

Special requests _____

(Space Below For Office Use Only)

Date Res. Rec'd _____ Amt. Rec'd \$ _____ Bal Due \$ _____ Date Bal. Pd _____
Chk# _____ P.O. # _____ Total Amt. Pd \$ _____ Total Students _____ Total Adults _____
Confirmation sent _____

Performing Arts in Children's Education
Page to Stage Permission Form
Current Production: *Bridge to Terabithia*

Date: Friday, December 3, 2010
Time: 10:00 am 1:00 pm (circle one)
Venue: Columbia Entertainment Company
Ticket Price: \$3.00 per student
Students on free or reduced lunch - free

Student Name: _____ has my permission to attend the PACE
performance of: *Bridge to Terabithia*

Signature of parent or guardian: _____ Due date: _____

Performing Arts in Children's Education
Page to Stage Permission Form
Current Production: *Bridge to Terabithia*

Date: Friday, December 3, 2010
Time: 10:00 am 1:00 pm (circle one)
Venue: Columbia Entertainment Company
Ticket Price: \$3.00 per student
Students on free or reduced lunch - free

Student Name: _____ has my permission to attend the PACE
performance of: *Bridge to Terabithia*

Signature of parent or guardian: _____ Due date: _____

Performing Arts in Children's Education
Page to Stage Permission Form
Current Production: *Bridge to Terabithia*

Date: Friday, December 3, 2010
Time: 10:00 am 1:00 pm (circle one)
Venue: Columbia Entertainment Company
Ticket Price: \$3.00 per student
Students on free or reduced lunch - free

Student Name: _____ has my permission to attend the PACE
performance of: *Bridge to Terabithia*

Signature of parent or guardian: _____ Due date: _____

Performing Arts in Children's Education
Page to Stage Permission Form
Current Production: *The Yellow Boat*

Date: Friday, January 14, 2011
Time: 10:00 am
Venue: Jesse Hall Auditorium
Ticket Price: \$3.00 per student
Students on free or reduced lunch - free

Student Name: _____ has my permission to attend the PACE
performance of: *The Yellow Boat*

Signature of parent or guardian: _____ Due date: _____

Performing Arts in Children's Education
Page to Stage Permission Form
Current Production: *The Yellow Boat*

Date: Friday, January 14, 2011
Time: 10:00 am
Venue: Jesse Hall Auditorium
Ticket Price: \$3.00 per student
Students on free or reduced lunch - free

Student Name: _____ has my permission to attend the PACE
performance of: *The Yellow Boat*

Signature of parent or guardian: _____ Due date: _____

Performing Arts in Children's Education
Page to Stage Permission Form
Current Production: *The Yellow Boat*

Date: Friday, January 14, 2011
Time: 10:00 am
Venue: Jesse Hall Auditorium
Ticket Price: \$3.00 per student
Students on free or reduced lunch - free

Student Name: _____ has my permission to attend the PACE
performance of: *The Yellow Boat*

Signature of parent or guardian: _____ Due date: _____