

Order Form 2017-2018

By submitting this order form, you agree to all payment policies listed on the next page.

Date _____ Previous Discovery Patron? Yes No

School Name _____

Type of School Public Private Charter Homeschool Other _____

School Address _____

City _____ State _____ Zip _____

School Phone _____

Contact Name _____

Email Address (REQUIRED): _____

Contact Position: Teacher Administrator Other (please specify) _____

Is this person the "Day of" Contact? Yes No

If NO, Please List Contact Name and Cell # _____

Email Address (REQUIRED): _____

Name of Teacher(s) Attending Performance; Cell; _____

Will you be needing seating for persons in wheelchairs? Sign interpreter? Hearing enhancement? Audio description? (If yes please add # of persons to order form.) _____

Method of Payment **Please See New Payment Policies on the Next Page**

Check Enclosed Made Payable to Victoria Theatre Association Credit Card

Visa MasterCard American Express Discover

Card Number _____ CVV code _____

Expiration Date _____ Name on Card _____

Signature _____

Scholarship Request (please mail or fax your order form)

School Population (School ONLY) _____

Percentage of Students Who Qualify for Free and Reduced Lunch Program (School ONLY) _____

Please briefly describe your need and reason for applying (school and homeschool must complete):

Please briefly describe how this performance will enhance your curriculum:



Date	Time	# of Students (\$5 each)	# of free adults (1 per 10 students)	# of additional paid adults (\$5 each)	# of Wheelchairs	# of Hearing Enhance	# of Sign Interpreter	# of Audio Description	Total Attending	Total Due
THE WRIGHT STUFF: FIRST IN FLIGHT										
10/12/17	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
10/12/17	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
HOW I BECAME A PIRATE										
11/3/17	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
11/3/17	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
DRAGONS LOVE TACOS AND OTHER STORIES										
11/6/17	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
11/6/17	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
DOKTOR KABOOM: LOOK OUT! SCIENCE IS COMING!										
11/30/17	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
11/30/17	11:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
12/1/17	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
MARTIN'S DREAM										
1/17/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
1/17/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
MIREYA MAYOR: PINK BOOTS AND A MACHETE										
1/29/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
GUESS HOW MUCH I LOVE YOU & I LOVE MY LITTLE STORYBOOK!										
1/31/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
1/31/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
MAYA ANGELOU, A WRITERS LEGACY										
2/2/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
2/2/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
PETRA AND THE WOLF										
2/14/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
2/14/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
CHARLOTTE'S WEB										
2/21/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
2/21/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
TERRY VIRTS: VIEW FROM ABOVE										
3/12/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
ALL THE WAY LIVE!										
4/10/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
4/10/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
THE UGLY DUCKLING										
5/1/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
5/1/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____
MANXMOUSE: THE MOUSE WHO KNEW NO FEAR										
5/3/18	9:30 a.m.	_____	_____	_____	_____	_____	N/A	_____	_____	_____
5/3/18	11:30 a.m.	_____	_____	_____	_____	_____	_____	_____	_____	_____

I am interested in learning more about the new Discovery Workshops Yes No

As a reminder, schools booking multiple performances MAY be required to submit a deposit to complete an order. *Thank you!*



PAYMENT POLICIES & FAQs

WHAT HAPPENS AFTER I PLACE MY ORDER?

1. You will receive an automated email confirming your purchase. Please let us know immediately if you DO NOT RECEIVE confirmation.
2. ALL BALANCES AND FINAL NUMBERS ARE DUE TWO WEEKS prior to your performance or your order may be cancelled to accommodate our waiting list.

CHAPERONES:

For every 10 seats purchased, one adult chaperone may attend free of charge. Additional seats may be purchased at the student rate to accommodate the chaperone requirements of your school. Scholarship prices do not apply to additional adult tickets. They must pay the full \$5 ticket price. This applies to schools and home schools.

PAYMENT INSTRUCTIONS:

1. If you do not submit full payment at time of reservation, your payment must be paid in full two weeks prior to performance date.
2. Payments can be made in form of ONE check (school or personal), MasterCard, Visa, American Express, or Discover. *Purchase Orders are due four weeks prior to performance for processing. P.O.s are not considered payment.
3. Invoices not paid in full TWO weeks prior to the performance may be cancelled.
4. Schools booking multiple performances MAY be required to submit a deposit to complete an order.



Visiting the Theatre



STAY FOR LUNCH!

If you have students who would like to eat their lunches after the show at our facility, we have several studio spaces that can be reserved just for you! Call 937-228-7591, ext. 3039 to arrange a reservation.

SPECIAL NEEDS

Please indicate special needs accommodations for your group on the order form, including the number of wheelchairs. **Sign interpretation and audio description are available at the 11:30 performance of each show when requested.**

ORDER ADJUSTMENTS

Order adjustments may be made until two weeks prior to performance date.

Within the two week window before a performance, additional seats may be added to your order if space permits. **No credits or refunds will be issued for unused seats on the day of the show.**

LATE RESERVATIONS

Victoria Theatre Association will accept reservations up to the day before a performance, based on availability. Full payment is required when placing an order less than two weeks before a show.

ARRIVAL

Please plan your arrival at least 30 minutes before the scheduled performance time. Additional information will be sent to you in advance of the show describing parking and dismissal procedures.

INCLEMENT WEATHER AND EMERGENCIES

If your school is closed or delayed due to inclement weather on the day of a scheduled performance, please notify us before show time that you will not be attending. You will have the opportunity to attend another performance (pending availability) or to receive a full refund. A decision must be made within 30 days of affected performance to be honored. **In the event of a closing or other emergency the day of your scheduled performance, please call 937-228-7591, ext. 3040.**