

Charlotte Performing Arts Center

Arts for Youth 2019-2020 ORDER FORM

DATE: _____

SECTION 1:	
SCHOOL INFORMATION (PLEASE PRINT)	
Contact Name:	
School Name:	
Address:	
City:	State:
School District:	Zip:
Phone:	
Fax:	
Email:	
Names of other teachers included in this order:	
List any special needs for your class (wheelchair seats, hearing impairment, etc). Please confirm PRIOR TO EACH PERFORMANCE with Hollie Auten at 517.541.5691 or autenh@charlottenet.org.	

SECTION 2:	
CONTACT PERSON (AFTER SCHOOL, PLEASE PRINT)	
Home address:	
City:	
State:	Zip:
Phone:	
Email address:	
SECTION 3:	
PAYMENT INFORMATION	
VISA DISCOVER MC CHECK	AMOUNT PAID
Credit Card #:	\$.
Expiration Date:	
CVN # (3-digit code on back of card):	
Name on card:	
Signature:	
Check (Payable to CPAC) #	\$.

OFFICE USE ACCT #

PAYMENT INSTRUCTIONS

- * A \$20.00 non-refundable deposit is required for each show ordered.
- * Orders will be taken by mail, phone, or fax.
- * Fax order with credit card deposit to 517.541.5696 **OR**
- * Mail order with check/credit card deposit to:
CHARLOTTE PERFORMING ARTS CENTER
ARTS FOR YOUTH PROGRAM
378 STATE ST
CHARLOTTE, MI 48813

SECTION 4:

Please rank the shows as #1 (first choice), #2 (second choice), or 'O' (only choice).

Show Name	Date	Time	Rank	Grade	Student \$2.50	Chaperone \$5.00 ₁	Teacher Free ₂	Total Seats ₃	Total Due
Little Engine	11/11/2019	9:45 AM							
Little Engine	11/11/2019	12:45 PM							
Four Score	3/2/2020	9:45 AM	Available only to Charlotte Upper Elementary						
Four Score	3/2/2020	12:45 PM							

Please refer to the next page for an explanation of the pricing categories.

Grand Total	\$.
Less Deposit Paid	\$.
Payment Due	\$.

For questions about the Arts for Youth Program or performance availability contact:
Hollie Auten, Program Coordinator 517.541.5691 autenh@charlottenet.org

Arts for Youth program is generously sponsored by:



Charlotte Performing Arts Center
Arts for Youth

Detailed Pricing Information (Section 4)

1. Number of chaperones should be based on your classroom needs. In order to allow as many students as possible to attend shows, the number of chaperones recommended per class is 1 per 8 students. Chaperone tickets are used for non-school employees who attend with the group.
2. FREE Teacher tickets also apply to school personnel (para pros, etc) who need to travel with the group.
3. Total Seats needed including all teacher, student, and chaperone seats.

Order Deadlines

- **October 1, 2019:** Order form with NON-REFUNDABLE deposit due for orders that include *Little Engine That Could*.
- **October 30, 2019:** Final payment and seat count due to Charlotte Performing Arts Center for *Little Engine That Could*.
- **January 31, 2020:** Order form with NON-REFUNDABLE deposit due for *Four Score and Seven Years Ago*.
- **February 13, 2020:** Final payment and seat count due to Charlotte Performing Arts Center for *Four Score and Seven Years Ago*.

Other Information

- You MAY reserve space for BOTH shows at one time.
- This will be the only order form that will be mailed to you! Additional order forms are available on request by calling the Charlotte Performing Arts Center Box Office at 517.541.5691.
- If you reserve space at BOTH performances for your class, your total NON-REFUNDABLE deposit will be \$40. \$20 to be applied to the final total for *Little Engine That Could* and \$20 to be applied to the final total for *Four Score and Seven Years Ago*. You will receive an Order Summary from CPAC within 2 weeks of us receiving your order.
- Reservation order forms are processed on a first come, first served basis.
- ***Seating will be assigned by the Box Office on a first come, first served basis, however, group numbers may also impact seating assignments. If you have students with special needs, please note that in the space provided on the order form.***