

Order Form

2015–16 The Cal Performances Classroom

Please review page 7 before completing this form. All school and contact information must be fully completed and the order must be paid in full before it can be processed. This form can be downloaded from www.calperformances.org. Orders for the 2015–16 SchoolTime season will be processed and confirmations mailed after September 1, 2015. There are no telephone confirmations. Resource materials will be emailed to you approximately three weeks prior to your performance date. Please retain a copy of this order form for your records.

Please print legibly or type. All correspondence and materials will be sent to the email address provided.

School Name/Home School Association _____

School Coordinator (First/Last Name) _____

Coordinator Email (required) _____

(Designate one person for multiple orders)

Day Phone () _____

Cell/Alternate Phone () _____

School Address _____

City _____

State _____

ZIP _____

Title 1 School ☐ Yes ☐ No

SchoolTime Performances

Please list all teachers attending the performance and note their grade level and curricular emphasis, if any:

Teacher Name	Grade & # students	Email	SchoolTime show + date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ **Additional sheet attached**

☐ **Students with special needs**

No. of wheelchairs: _____ No. of hearing impaired: _____ Other (please describe): _____

The Cal Performances Classroom

Professional development workshops for teachers / \$40 per person

Classroom visits (depending on availability) / \$70 per class. Teacher must participate in related workshop to be eligible for a classroom visit.

Please include personal telephone and e-mail contact information for each teacher participating in workshop(s).

Full Name	Ph.	Email	Workshops month/date
_____	_____	_____	_____
Full Name	Ph.	Email	Workshops month/date
_____	_____	_____	_____
Full Name	Ph.	Email	Workshops month/date
_____	_____	_____	_____

(Turn over to complete your order.)

2015–16 Season SchoolTime Performances and Teacher Workshops

Performance	No. of Classes	Grade Level	No. of Students	No. of Adults	Total Number	x \$8 = Total
Mummenschanz Mon, Nov 30, 11 am	_____	_____	_____	_____	_____	= \$ _____
+Workshop: A Love Affair with Objects Sat, Nov 7, 10 am–1 pm						Workshop: No. of teachers _____ x \$40 = \$ _____ Classroom visit / No. of teachers _____ x \$70 = \$ _____
St. Louis Symphony Mon, Feb 1, 11 am	_____	_____	_____	_____	_____	= \$ _____
+Workshop: ArtCycle Sat, Jan 10, 10 am–1 pm						Workshop: No. of teachers _____ x \$40 = \$ _____ Classroom visit / No. of teachers _____ x \$70 = \$ _____
*Chitresh Das Dance Company Fri, Feb 26, 11 am	_____	_____	_____	_____	_____	= \$ _____
+ Workshop: New Language Ancient Myth Sat, Jan 30, 10 am–1 pm						Workshop: No. of teachers _____ x \$40 = \$ _____ 3 classroom visits / No. of teachers _____ x \$150 = \$ _____
Alvin Ailey American Dance Theater Thu, Mar 30, 11 am	_____	_____	_____	_____	_____	= \$ _____
globalFEST: Creole Carnival Tue, Apr 5, 11 am	_____	_____	_____	_____	_____	= \$ _____
+Workshop: Music and Identity Sat, Mar 5, 10 am–1 pm						Workshop: No. of teachers _____ x \$40 = \$ _____ Classroom visit / No. of teachers _____ x \$70 = \$ _____

***Three Visit Residency** – \$150 per teacher. Teachers are required to sign up for Three Visit Residency (teaching artist visits to your classroom before and twice following the SchoolTime performance) for Chitresh Das Dance Company workshop, at a special discount rate. Three Visit Residencies are optional for Creole Carnival. Contact: eduprograms@calperformances.org or (510) 642-6838 for more information.

GRAND TOTAL: = \$ _____
(including SchoolTime and Cal Performances in Classroom fees)

If your selections are sold out and you would like to be considered for another performance, please indicate alternate shows and date(s):

Payment

by mail, fax or in-person only. Email orders not accepted.
Mail to: Education Programs Manager, Cal Performances, 101 Zellerbach Hall #4800, University of California, Berkeley, CA 94720-4800
Fax to: (510) 643-2359
In person to: Box Office at Zellerbach Hall

Credit Card: Check:

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

☐ Enclosed is my check payable to: **U.C. Regents**

Cardholder Name (Print)

Check #

Signature

Card #

Exp. Date

Thank you for your order.

Please retain a copy of this form for your records.
All sales are final

How To Order

Please read these instructions before completing this form. Orders are processed as they are received. Confirmation will be sent upon receipt.

Return order form with payment to:

Education Programs Manager
Cal Performances
101 Zellerbach Hall #4800
University of California
Berkeley, CA 94720-4800
FAX: (510) 643-2359

- SchoolTime seats may be ordered by mail, fax, or in person at the Zellerbach Hall Ticket Office window. The preferred registration method is via U.S. mail or fax. **Forms are not accepted via email.**
- Orders are accepted from individual classes or from the entire school. There is a maximum of five (5) classes per form. To include additional classes, you must complete another order form. Download order forms at calperformances.org/learn/k-12.
- Both sides of the order form must be completed before it can be processed.
- Designate one contact person from your school or individual class to coordinate the payment and all other communication.
- Complete payment information must be included for your order to be processed.
- For special-needs requests such as wheelchair spaces or seats for students who are hearing impaired, please call (510) 642-9988.
- Contact Rica Anderson at eduprograms@calperformances.org or (510) 642-6838 with questions.
- Order confirmations will be sent by email. Please bring this with you to the performance.

Methods of Payment

Order forms must be accompanied by full payment via a check or complete credit card information before your order can be processed. Cal Performances does not accept purchase orders.

Checks

Personal checks or checks drawn on school or district accounts are accepted. Send one check per order form. Multiple checks per order will not be processed. Make checks out to **UC Regents**. Orders paid by check must be mailed or dropped off in person at the Zellerbach Hall Ticket Office.

Credit Cards

VISA, MasterCard, Discover, and American Express cards are accepted only on orders that are mailed or faxed. Fax orders to (510) 643-2359. For your security, credit card information is not accepted via email. Please pay for the entire order with one credit card. Multiple credit cards per order will not be accepted.

Tickets/Admission

Please bring your confirmation letter to the performance. Physical tickets will not be issued. Groups should line up in front of Zellerbach Hall 30 to 45 minutes prior to curtain time. You will be guided to your seats after your entire group has assembled and checked in with an usher. Lunches and backpacks are not permitted in the theater.

Changes/Cancellations

Requests for additional seats are subject to availability. As a courtesy to other schools, please notify us by calling the Ticket Office at (510) 642-9988 as soon as possible if your class or school must cancel or if the number of attendees changes. All sales are final and refunds are made only when the performance is cancelled.

Policies & Procedures

The demand for SchoolTime increases each year, and we aim for equitable access to performances among applicants. Orders are filled on a first-come, first-served basis with accommodations made for schools that did not receive their choices in the past year(s).

All correspondence and materials—including Engagement Guides—will be sent to the email address provided on the order form.

A minimum of ten (10) people is required per order per SchoolTime performance.

Home-schooled students are welcome. Participation in a Home School Association facilitates seating, as we cannot sell SchoolTime seats to individuals.

In case your first choice is sold out, you may list alternate selections in order of preference.

Teacher workshop participants must provide a signature and full payment to secure the workshop and associated SchoolTime seating reservations.

Classroom visits are scheduled at the conclusion of each teacher workshops. Teachers must attend the workshop for SchoolTime seating reservations and classroom visit eligibility to be honored.

SchoolTime reservations may be forfeited if you sign up for but do not attend the workshop.

Engagement guides are sent electronically and made available on our website several weeks prior to the performance date.



Isabella, 6th grade
The Nile Project, 2014–15