

sacramento Ballet presents



School Matinee Policies 2010

Tickets:

Minimum: There is a minimum of 20 students to qualify for a School Matinee package.

Deposits: Your non-refundable deposit will reserve your specified number of seats. No orders or reservations will be accepted without either a deposit or a full payment. No purchase orders are accepted. **The deposit amount is exactly 25% of your order total. Orders not paid in full by the October 29th deadline will be released and deposits will not be returned.**

Full Payment: Payment in full is due no later than October 29th. Invoices will not be sent. Orders are only ticketed upon full payment; seats will not be assigned before that time. You may add additional seats to your order with final payment and only upon availability. **THERE ARE NO REFUNDS OR TICKET EXCHANGES. ALL SALES ARE FINAL.**

Please print legibly and include an email address. It is our intention to notify you of receipt of order and to deliver important updates to you via your email address. Please keep a copy of your order form for reference.

Ticket Pricing: All student seats are \$15. ONE complimentary Teacher ticket will be issued for every 25 student tickets. Adult (Teacher/Chaperone) tickets are \$15. **There is a maximum of 1 adult for every 4 children.** If the number of adults in your order exceeds the 1:4 ratio, each additional Adult ticket will be \$40.

Changing Your Order: In order to request a change (you may only add tickets), fill out the "Change in Order Form" located on our website (www.sacballet.org), and submit to the Ballet. Please note that additional tickets are subject to availability and may be placed in a different location than the original order. **Full payment for additional tickets must be submitted at the time of the request.** We cannot accept changes after the October 29th Payment in Full Deadline.

Mailing of Tickets: Tickets will be mailed by the end of November 2010, and only upon final payment. We will also include driving directions to the Community Center Theater and bus parking information. We can also arrange for tickets to be picked up at the Sacramento Ballet Box Office. No tickets will be mailed after December 1st. After this date, all tickets must be picked up at the Ballet Box Office.

Entering the Theater: Everyone must have a ticket to enter. No babes-in-arms. School performances begin promptly at 10:00am. The theater lobby opens at 9:00am and the seating area is open at 9:30am, and it is recommended that you arrive before that time. **There is no late seating.** Latecomers will not be seated until Act I is completed, or during intermission. The performance is 2 hours in length. *The Nutcracker* is appropriate for all ages.

Backstage Tour: There is limited availability for a guided Backstage Tour after the performance. There is an additional cost for the tour. If you are interested in booking a tour, please email the Ticket Coordinator at tickets@sacballet.org.

Questions About Ordering: Please email tickets@sacballet.org.

BY SENDING IN THIS ORDER FORM YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND OUR POLICIES. THANK YOU!



Student Matinee Order Form
Thursday, December 9, 2010 10AM

CONTACT INFORMATION--PLEASE PRINT LEGIBLY

School Name	_____		
Contact Name	_____		
School Address	_____		
City	_____	State	_____ Zip _____
School Phone	_____	Alternate Phone	_____
E-Mail (required)	_____		
City Council Member (school)	_____		
County Supervisor (school)	_____		

Ticket Order	# of Tickets	Price	Total
Student	_____ x	\$15.00 =	_____
Complimentary	_____ x	FREE =	_____
<i>(1 for every 25 Student tickets)</i>			
Adult/Teacher	_____ x	\$15.00 =	_____
<i>(maximum 1 for every 4 Students)</i>			
Extra Adults	_____ x	\$40.00 =	_____
<i>(ANY adult above the 1 to 4 ratio)</i>			
TOTAL:			_____

PAYMENT INFORMATION

<p><i>Make checks payable to : Sacramento Ballet</i></p> <p>Send Payment & Form to: Sacramento Ballet Attn: Nutcracker Student Matinee 1631 K Street Sacramento, CA 95814-4019</p> <p>Please provide the following information for credit card purchases: Name: _____ CC #: _____ Exp. Date: _____ CCV: _____</p> <p>Signature: _____</p>	<p align="center"><i>Please Select One</i></p> <p><input type="checkbox"/> Deposit: Total _____ x 0.25 = _____ plus \$15 handling fee</p> <p><i>Total: _____</i></p> <p align="center">OR</p> <p><input type="checkbox"/> Total: _____ plus \$15 handling fee</p> <p><i>Total: _____</i></p>
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PAYMENT IN FULL DUE FRIDAY, OCTOBER 29th

If you are interested in scheduling a backstage tour, please e-mail tickets@sacballet.org

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THE POLICIES AND PROCEDURES STATED ON THIS FORM AND IN THE ATTACHED LETTER:

Required Signature: _____

FOR OFFICE USE ONLY	
Deposit Received: _____	Balance Received: _____
Balance Due: _____	Date Tickets Mailed: _____