Academy of Children's Theatre
213 Wellsian Way, Richland 99352
509 943-6027 | academyofchildrenstheatre.org

Tickets are $5.00 ea. for students and chaperons.
Schools receive one teacher comp ticket for every 21 students

Contract for the 2018-2019 School Show Season

All contracts will be invoiced upon receipt and a non-refundable deposit of 50% of the total cost of your seats is required

Information:

Contact Name

School Name

Phone Alt. Phone

E-mail

Billing Address

City St. Zip

Check your show(s) and time preference and indicate the number of students/chaperones and teachers attending.

Date	Show	Location	Time	Students & Chaperones	Teachers	Total
❑ Th, Sept 27, 2018	The Wizard of Oz	Richland High Aud.	❑ 9:15a ❑ 12n			
❑ Th, Dec 13, 2018	Elf the Musical Jr.	Chief Jo Middle School	❑ 12n			
❑ Th, Feb. 21, 2019	Keeping Mr. Lincoln	TBD	❑ 9:15a ❑ 12n			
❑ Th. March 28, 2019	The Neverending Story	TBD	❑ 9:15a ❑ 12n			
❑ Th, May 9, 2019	Alice in Wonderland	Chief Jo Middle School	❑ 12n			

3. Please read and sign the following:

I have reserved seats for the listed performance(s). To secure my reservation, I will be invoiced and agree to pay a non-refundable deposit of 50% of the total cost of the seats reserved. I am aware that I will be charged for any cancellations made less than two (2) weeks before the performance time. **If you are paying by credit card, there is a $2 per ticket processing fee. If you are paying with check or cash, there is no additional fee.**

Teacher Signature _____ Date_____

Principal Signature _____ Date_____

Tickets will be sent approx. one week prior to show. Please copy this contract for your records and mail the completed contract to the address below. Unsigned forms will not be accepted.

Please mail your completed form to:
ACT / School Shows
213 Wellsian Way
Richland, WA 99352

For questions, please contact:
Josh Darby, Education Director
josh@actstaff.org
(509) 943-6027

Paid: $_____ | ❑ check #_____ ❑ card | #_____ tickets sent on: _____

Office

*One teacher comp ticket will be provided for every 25 students. Chaperones do not receive complimentary tickets. The number of chaperones are limited to school district requirements. Do not bring extra people. Because our shows have reserved seating, please try to be as accurate as possible with your count. You will have up until two (2) weeks prior to the show to change your count. After that time you will be invoiced for the number of seats on your contract. You will be charged for any cancellations made less than two weeks before the production. R*eservations are NOT complete until this contract is received and processed by the ACT office.* ACT reserves the right, if necessary, to consolidate the two school day performances. You will be notified immediately if this is the case. In the event of a school closure on a performance day (i.e. snow day), ACT will hold the performance; arrangement can be with the Education Director to exchange tickets for a different production within the season.