

How to Order

Please read these instructions before ordering. Orders are processed as they are received. Confirmation will be sent upon receipt of your order.

Return order form with payment to:

Education Programs Administrator
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 US mail or fax.
- Orders are accepted from individual classes or from the entire school. There is a maximum of six (6) classes per order and a minimum of ten (10) people are required to attend a performance. To include additional classes, you must complete another order form. Download order forms at calperformances.org.
- 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.
- Faxed order forms will not be processed without complete credit card information.
- For special needs requests such as wheelchair spaces or seats for students who are hearing impaired, please call 510.642.9988.
- Order confirmations will be sent by mail. Please bring the confirmation letter with you to the performance.
- Email eduprograms@calperfs.berkeley.edu or call Rican Anderson at 510.642.6838 for questions.

Methods of Payment

Order forms must be accompanied by a check or complete credit card information before your order can be processed. Cal Performances does NOT accept purchase orders. Full payment is required with each order.

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.

Credit Cards

VISA, MasterCard, Discover and American Express are accepted. Please pay for the entire order with ONE credit card. Multiple credit cards per order will not be accepted. Forms with credit card information may be faxed to 510.643.2359.

Tickets/Admission

Please bring your confirmation letter to the performance. Tickets will not be issued. Groups should line up in front of Zellerbach Hall 30–45 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 as soon as possible if your class or school must cancel or the number of attendees changes by calling the Ticket Office at 510.642.9988. 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 will be sent to the address provided on the order form.
- A minimum of ten (10) people is required per order per *SchoolTime* performance.
- In case your first choice is sold out, you may list alternate selections in order of preference.
- Cal Performances in the Classroom participants receive seating priority for associated performances. Your signature and full payment are required to secure your workshop and associated *SchoolTime* reservations.

NOTE: Seating priority is forfeited if you sign up for but do not attend the workshop.

- Classroom visits are scheduled at the conclusion of teacher workshops. Teachers MUST attend the workshop for *SchoolTime* seating priority and classroom visit eligibility to be honored.
- Home-schooled students are welcome. Participation in a Home School Association facilitates seating, as we cannot sell *SchoolTime* seats to individuals.
- Study Guides are sent electronically and/or mailed and available on our website several weeks prior to the performance date. Please mark the box on the order form if you prefer to receive the study guide as a PDF by e-mail.
- Please retain a copy of the order form and bring it to the performance. Tickets will not be issued.

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That was one of the best field trips ever! You amazed me with the dancing. I loved the music too.”

Tiara Powell, student
Montalvin Manor Elementary

Order Form

2011–2012 *SchoolTime* & Cal Performances in the 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 2011–12 *SchoolTime* season will be processed and confirmations mailed after September 1, 2011.

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

SCHOOL NAME		SCHOOL COORDINATOR (DESIGNATE ONE PERSON FOR MULTIPLE ORDERS)	
SCHOOL ADDRESS	CITY	STATE	ZIP
DAYTIME PHONE		CELL / ALTERNATE PHONE	

E-MAIL (REQUIRED)

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

GRADE LEVEL	TITLE I SCHOOL	CURRICULAR EMPHASIS				
• K-3 • 4-5 • 6	<input type="checkbox"/> Yes	• Social Studies	• English/LA	• Music	• Art	• Math/Science
• 7-8 • 9-12	<input type="checkbox"/> No	• Dance	• Theater	• ESL	• Other:	

NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
_____	_____	_____
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
_____	_____	_____
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
_____	_____	_____
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
_____	_____	_____
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
_____	_____	_____

SchoolTime Performances

• Reservation confirmations will be mailed after September 1, 2011. There are no telephone confirmations.

Request for students with special needs:

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

• A study guide will be mailed to you approximately several weeks prior to your performance date.

We prefer to receive the Study Guide as a PDF by e-mail. Please do not mail us a paper form of the study guide.

• Please retain a copy of this order form for your records.

Cal Performances in the Classroom

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

NAME	TELEPHONE	E-MAIL ADDRESS
_____	_____	_____
NAME	TELEPHONE	E-MAIL ADDRESS
_____	_____	_____
NAME	TELEPHONE	E-MAIL ADDRESS
_____	_____	_____

Professional development workshops for teachers / \$25 per person

Classroom visits (depending on availability) / \$50 per class. Teacher must participate in related workshop to be eligible.

• Priority seating for corresponding *SchoolTime* performances is given to Cal Performances in the Classroom participants.

NOTE: You will forfeit your priority seating if you sign up for but do not attend the workshop.

2011–12 Season *SchoolTime* Performances & Cal Performances in the Classroom professional development workshops

PERFORMANCE	NO. OF CLASSES	GRADE LEVEL	NO. OF STUDENTS	+ NO. OF ADULTS	= TOTAL NUMBER	X \$5.00 = TOTAL
Cambodia's Khmer Arts Ensemble Mon, Oct 3, 11 am						
Lang Lang, <i>piano</i> Tue, Nov 1, 11 am						
Abraham, Inc. Mon, Nov 14, 11 am						
Peking Acrobats Mon, Jan 23, 11 am						
Tue, Jan 24, 11 am						
+ Workshop: Acrobatic Artistry Sat, Dec 3, 10 am–1 pm	NO. OF TEACHER/S	X \$25	+ \$50 FOR CLASSROOM VISIT			= TOTAL
Danú Fri, Mar 9, 11 am						
Alvin Ailey American Dance Theater Thur, Mar 15, 11 am						
Fri, Mar 16, 11 am						
Baltimore Symphony Orchestra Fri, Mar 30, 11 am						
Sweet Honey In The Rock Mon, May 7, 11 am						
+ Workshop: Power of Song Sat, Mar 24, 10 am–1 pm	NO. OF TEACHER/S	X \$25	+ \$50 FOR CLASSROOM VISIT			= TOTAL

If you would like to be considered for an another performance if your selections are sold out, please list the alternate performances in order of preference.

TOTAL AMOUNT DUE: (including <i>SchoolTime</i> and Cal Performances in the Classroom fees)	\$
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PAYMENT: Check Enclosed Payable to **UC Regents** Check # _____

CREDIT CARD: VISA Discover MasterCard American Express Credit card orders may be faxed to 510. 643.2359.

Card # _____

Expiration Date _____

Signature _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS
ALL SALES ARE FINAL

For Office Use Only Order No. Rec'd Date/Initial Paid Confirmation Sent