

2021-22 SchoolTime Series Order Form

School Name: _____ Phone: _____ Fax: _____
 Address/PR #: _____ City: _____ Zip: _____
 % of Students on Free & Reduced Lunch: _____ County: _____
 Bookkeeper's Name: _____ *Email: _____
 Teacher's Name: _____ *Email: _____

***Email address is required in order to receive invoices, confirmations & support materials.**

Acct. No: _____ Exp. Date: _____ Exact Name on Card: _____

PERFORMANCE (Recommended Grades)	DATES, TIMES & VENUES (Please Circle all that apply)	PRICE	# OF STUDENTS	# OF TEACHERS	# OF CHAPERONES	GRADES ATTEND.	# OF BUSES & CARS	# OF SPECIAL NEEDS
Virginia Repertory Theatre Harriet Tubman and the Underground Railroad History, Music – Grades 3-6 This stirring drama with music is a classic tribute to the great American who freed herself and hundreds of others from the bonds of slavery. Her courage helped to change the world. Share her adventurous life with your students in this accurate and deeply moving musical history lesson.	Mon 2/7/22 11am The Murray Theatre @ REH	\$5.00						
Destination Theatre How I Became a Pirate <i>Literature, Music, - Grades Prek - 3</i> Based on the hit children's book, this hour long, sea-faring musical follows young Jessica Jacob and a swashbuckling band of goofy pirates on their hunt for the perfect place to bury treasure. She learns being back home with the ones she loves is the greatest treasure of all.	Fri 3/25/21 11am The Murray Theatre @ REH	\$5.00						
Virginia Repertory Theatre The Three Little Pigs Literature, Music, Language Arts – Grades Pre-K-2 In this very funny and not-so-traditional musical version of the Three Little Pigs, the Wolf isn't Bad, but he is Big. And, boy, is he clumsy! The Wolf just wants to be friends with Rose, Frank, and Ham, better known as the Three Little Pigs, but every time they get together, somebody gets hurt. Wolf doesn't mean to scare the pigs or wreck their houses, but he doesn't know his own strength. When Wolf tells Mama Pig his troubles, she teaches Wolf how to be gentle and careful. Houses of straw, sticks, and bricks are rebuilt along with friendships. This musical teaches the lessons of a job well done, thoughtfulness, and acceptance of differences	Please choose one Tue 4/12/22 11am or Wed 4/13/22 11am The Murray Theatre @ REH	\$5.00						



<p>Virginia Repertory Theatre The Little Red Hen <i>Literature, Music, Folk Tales - Grades Prek - 2</i> “Who’ll help me plant the seed?,” asks the plucky red hen as she begins the process that goes into making a loaf of her delicious bread. “Not us,” say the sheep, the cow, the horse, and the pig. They all have better things to do. But, “ a hen’s gotta do what a hen’s gotta do,” and so our crimson heroine perseveres until her work is done. But, the tricks of the conniving fox combine with the hen’s common sense to add adventure and a sound moral lesson to this classic, feel good, foot-stompin’ country musical.</p>	<p>Please choose one</p> <p>Wed 5/4/22 11am</p> <p>Or</p> <p>Thu 5/5/22 11am</p>	<p>The Murray Theatre @ REH</p>	<p>\$5.00</p>						
<p>SIGNATURE REQUIRED: _____ _____ I have read and understand the attached Policy page.</p>									



BUS TRANSPORTATION REIMBURSEMENT OR ADVANCE PAYMENT

2021-22 SCHOOLTIME ORDER FORM

*Reservations & Payment

- Advance reservations are required. Reservations are processed on a first-come, first-served basis. To view brochure online, visit www.hoffmanperformingarts.org, click on Performances and select the SchoolTime Series. Select Reservation Information and choose one reservation option. **FAX, MAIL and PHONE orders are preferred.** Please enter all information as requested.
- **Fax Orders:** (727) 791-7449. **Phone Orders:** (727) 712-2706. **Online Orders:** www.hoffmanperformingarts.org.
Mail Orders: The Marcia P. Hoffman School of the Arts, ATTN: Education Associates, 1111 McMullen Booth Rd., Clearwater, FL 33759
- **Phone orders** will be accepted **ONLY** with a valid credit card OR an **official, faxed purchase order** from your school. If you have specific questions about performances or reservations, please call the Registrars at **(727) 712-2706** or email us at rehed@rutherfordhall.net.
- We understand that you may have to estimate seats needed. However, all final counts are to be updated **no later than 30 days prior to the event.**
- Unpaid orders will receive an email invoice 45-60 days prior to the performance.
- **Payment & Purchase Orders are due no later than 30 days in advance of the show.** All reservations not paid or reserved with a purchase order by the 30-day deadline will be cancelled and seats will be released for purchase by other schools on the waiting list.
- Purchase orders will be accepted no later than 30 days in advance, and payment must be received no later than 30 days after the event.
- Lack of payment within 30 days after a show will result in termination of purchase order privileges.
- **Please make all checks payable to: Ruth Eckerd Hall, Inc. Please write or type the account and order numbers on your payment or purchase order.**

Confirmations & Invoices

- An invoice with your **account and order numbers** will be sent to the teacher *and* bookkeeper within 10 working days of processing the order.
- When payment is received, an email confirmation will be sent to the bookkeeper and the teacher who placed the order.

Changes & Cancellations

- **No refunds or exchanges will be made after the 30-day deadline.** There are no refunds for unused reservations on the day of the performance.
- The teacher making the reservation is the contact person and is responsible for assuring that payment is made by the deadline. He/She is also responsible for accurately reporting the final count of reservations needed by that date. **We will not accept the lowering of numbers after the 30-day deadline. NO EXCEPTIONS.**
- Please be aware that we cannot guarantee seating for additional students if the show is sold out, although we will make every effort to accommodate additional attendees when space permits. It is important to remember to reserve seating for all teachers and chaperones as well as students. Every attendee must reserve a seat. For sold-out performances, this is especially important.

Complimentary Admissions

- All reservations receive 1 complimentary admission for every 15 paid admissions. After you pay for 15 admissions, the 16th is free. Please note that this complimentary admission can be awarded to students as well as to chaperones, teachers or bus drivers.

Educational Support Materials

- **Specific show information and a link to study guides will be posted on www.hoffmanperformingarts.org at least 40 days prior to the show.**
- Expand the performance with curriculum activities based on academic standards.

Seating

- All seating will be assigned by the Institute. Seating assignments are based on several factors: when the reservation was made, ages of groups attending and accessibility needs. Ruth Eckerd Hall ushers will escort groups to their seats.
- **Actual tickets are not issued.**
- Children under the age of three (3) will NOT be permitted to attend. **Please be sure chaperones and drivers are aware of this policy.**

Accessibility Needs

All of Ruth Eckerd Hall's venues are wheelchair accessible. Assisted listening accommodations are also available. **Please inform us of any special needs or requests when placing your reservation so we can make arrangements prior to your arrival.**

*New Audience Development and Transportation Grants

If you would like your students to attend a performance but are having trouble funding the trip, you may apply for a grant from The Marcia P. Hoffman Performing Arts Institute. The application can be found on our website. Please allow 15 business days for processing.

PLEASE NOTE: All events subject to change. All performances will begin promptly at the noted start times. We are unable to hold a performance for late arrivals. All events last approximately one hour unless otherwise noted. Artist talkbacks, when available, are included in that hour allotment.



MISSION: This program was created to ensure that all school children in our community, regardless of economic background or any other social criteria, 1) have access to the performing arts and arts education; 2) are able to enjoy a professional theatrical experience at Ruth Eckerd Hall.

TRANSPORTATION REIMBURSEMENT or ADVANCE PAYMENT PROGRAM = \$100.00 per bus

REQUIREMENT: To apply, schools **must** be part of the Pinellas County School District and theater seats must be paid for in FULL before reimbursement or advance payment funds are released to the school.

Step 1: Make reservations for the show(s) of your choice. Enroll online, by fax or by calling (727) 712-2706.

Step 2: You will receive an invoice for your show registration and the below instructions on how to secure your funds.

The following are the **directions to receive your funds:**

- Choose your letter option and copy the provided letter onto your school stationary
- Insert the necessary information
- Enclose the invoice (and receipt if applicable)
- Advance Payment ONLY - SEND PROOF OF PAID INVOICE when you receive it from the transportation office

LETTER OPTION A: Reimbursement

[Put the date of your response here]

Sharon Reid-Kane

The Marcia P. Hoffman Performing Arts Institute

1111 N. McMullen Booth Road

Clearwater, FL 33759

Dear Ms. Reid-Kane,

On **[insert date]**, **[insert name of your school]** attended a field trip to Ruth Eckerd Hall for the showing of **[insert performance title]**. Enclosed is a copy of our paid invoice in the amount of **[insert amount]** for **[insert trip#]** for the above field trip.

Sincerely,

[Bookkeeper or teacher contact name and signature]

LETTER OPTION B: Advance Payment

[Put the date of your response here]

Sharon Reid-Kane

The Marcia P. Hoffman Performing Arts Institute

1111 N. McMullen Booth Road

Clearwater, FL 33759

Dear Ms. Reid-Kane,

On **[insert date]**, **[insert name of your school]** attended a field trip to Ruth Eckerd Hall for the showing of **[insert performance title]**. We have received an invoice from Transportation for the bus fee to Ruth Eckerd Hall. We are requesting to be paid for the transportation, so that we can pay the outstanding bill. The funds that you will send to us will only be used to pay for **[insert trip#]** for the above field trip. The bill is **[insert amount]**, and should be addressed to **[insert your school name]**, Attn: **[insert your bookkeepers name and contact number and/or email]**. I understand that this will require me to send a paid statement, invoice or receipt once supplied by our transportation office or company. Thank you in advance for your assistance.

Sincerely,

[Bookkeeper or teacher contact name and signature]

Step 3: Payment for buses will be disbursed within 10 days from the receipt of your reimbursement/payment advance documents.



Contact information:

PHONE: (727) 712-2706/ FAX: (727) 791-7449

EMAIL: chook@rutheckerdhall.net

MAIL: Marcia P. Hoffman School of the Arts at Ruth Eckerd Hall, c/o Cynthia Hook, 1111 McMullen Booth Rd., Clearwater, FL 33759

Bus transportation and ticket subsidies are supported by the Pinellas Community Foundation

