

# SCHOOL FIELD TRIP ORDERING PACKET

The following procedures should be followed for all school matinee performances as well as Discovering the Performing Arts field trips.

## Registration Instructions

Please complete the order form and retain a copy for your records.

- Registration for all Playhouse Square field trips opens April 9, 2018.
- Forms and payment should be returned to:  
Playhouse Square  
ATTN: School Field Trips  
1501 Euclid Avenue, Suite 200  
Cleveland, OH 44115
- Forms also may be emailed to [schoolprograms@playhousesquare.org](mailto:schoolprograms@playhousesquare.org). Orders will only be accepted by email when accompanied by a school purchase order or credit card number for payment (see payment instructions below).
- **Registration by phone is not accepted, but we are happy to answer your questions.**
- You will receive a confirmation within two weeks of receipt of your order and deposit. If you have not received a confirmation within two weeks, please re-submit your order and contact us at 216-348-7909.
- Registrations will be accepted up to one week prior to an event, based on availability.

**Cleveland Metropolitan School District teachers – IMPORTANT** – Please contact us at 216-640-8458 to register for field trips.

## Ticket Prices

### School Matinee Performances

(Ticket prices apply to both students and adults)

School groups greater than ten (10): \$6 per ticket  
Small groups ten (10) or fewer: \$11 per ticket

For every 20 seats purchased, you will receive one complimentary seat. Every person attending the theater must be accounted for in your reservation numbers. Please note, no children under the age of two are permitted into the theater for school field trip matinees.

### Discovering the Performing Arts Field Trips

Workshop fee: \$6 per student, teachers/chaperones free  
Pizza lunch: \$4 per person, regardless of age

## Payment Instructions

- A 20% non-refundable deposit is required at the time of your registration. Payment can be made in the form of a check (school or personal), MasterCard, Visa, American Express or Discover. If these options are not available to you, a school purchase order is a legally binding document which may be submitted in lieu of a deposit to secure your order. If submitting a school purchase order, it must be for the full amount due.
- Invoices will be mailed to the individual listed on your order form.
- The amount of tickets in your order may be adjusted up to three (3) weeks prior to your scheduled performance, subject to availability. No reservation decreases will be accepted after this time. No refunds will be issued for students who are absent the day of the performance.

- **All orders must be PAID IN FULL at least two (2) weeks prior to your scheduled field trip.** Playhouse Square reserves the right to cancel any reservation that is not paid in full two weeks prior to your field trip date.
  - Full payment is required for all late registrations (less than two weeks prior to the performance). Purchase orders will not be accepted for late registrations.
- \*\* If your school/district's payment policies conflict with the aforementioned ordering procedures, please contact us for assistance at 216-348-7909.





## Waiting Lists

We offer a waiting list for all sold-out field trips. Groups on the waiting list will be notified, when space becomes available, in the order in which registration forms were received.

## Inclement Weather and "Snow Days"

- If your school is closed due to inclement weather on the day of your scheduled field trip, please notify our office prior to show time. Your school will receive credit toward a comparable field trip within the same season.
- You must contact Playhouse Square within seven (7) business days of your canceled field trip to receive your credit and schedule an alternate trip.
- NO REFUNDS WILL BE ISSUED FOR INCLEMENT WEATHER.

## Coming to the Theater

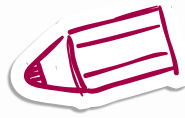
- For assistance in choosing the best shows for your class, please call the Education Hotline at 216-348-7909.
- Please plan to arrive at least 15 minutes prior to the start of your performance or field trip.
- All school matinee performances are approximately 60 minutes in length, unless otherwise noted.
- School groups attending via bus will not receive physical tickets but will have assigned seats.
- House Managers are assigned to each school matinee performance to oversee our volunteer ushers and provide guest services. Their office is located in the lobby of the theater should you need assistance before, during or after your school performance.
- In order to ensure the best experience for all of our guests, please be aware that inappropriate behavior may result in disciplinary action or suspension from school field trips for one year.
- Home schools are required to submit certification with ticket orders. All members of home school parties must have a ticket for admission.
- We make every effort to get you and your students back to school in a timely manner. On average, dismissal from a school matinee performance takes 25 minutes from the time the show ends, but may take longer depending on the number of schools in attendance. Please plan accordingly.
- **Playhouse Square is not able to provide space for class lunches.** If you would like a referral to a nearby restaurant, please call the Education Hotline at 216-348-7909.
- **No children under age two are permitted in the theaters at school performances.**

**IMPORTANT:** Due to the nature of the entertainment industry, all performances, dates and times listed in this catalog are subject to change without notice.



# SCHOOL FIELD TRIP ORDER FORM

## School Information and Payment



Please review Registration Procedures before completing this order form. Fill out ALL information. Your order will not be processed if the form is incomplete.

School \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

County \_\_\_\_\_ District \_\_\_\_\_

School Phone \_\_\_\_\_ Field Trip Coordinator \_\_\_\_\_

Coordinator's Phone \_\_\_\_\_ Coordinator's Email Address \_\_\_\_\_

Accessibility Needs (Hearing/visual impairment, wheelchairs, etc.) \_\_\_\_\_

How will you arrive at Playhouse Square:  School Buses  Cars  RTA  Other \_\_\_\_\_

If arriving by school bus, how many buses? \_\_\_\_\_

### Bus Subsidy:

Please review the bus subsidy application process on page 11.

I am interested in applying for bus subsidy for this field trip.

What percentage of students at your school receives free or reduced fee lunches? \_\_\_\_\_ How far, in miles, is your school from Playhouse Square? \_\_\_\_\_

### Method of Payment:

Check enclosed payable to Playhouse Square Foundation (There is a \$15 fee for returned checks.)

Purchase Order made payable to Playhouse Square Foundation. Purchase Order # \_\_\_\_\_

Credit Card payment:  Deposit  Full Payment

American Express  Discover  MasterCard  Visa

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVW Code \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

### Send Invoice/Receipt to:

Email  Mail

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Please complete this form and return with 20% deposit or full payment to:

Playhouse Square  
School Field Trips  
1501 Euclid Ave., Suite 200  
Cleveland, OH 44115

schoolprograms@playhousesquare.org



Cleveland Metropolitan School District  
teachers – **IMPORTANT** – Please contact us  
at 216-640-8458 to register for field trips.

# SCHOOL FIELD TRIP ORDER FORM

Please review Registration Procedures before completing this order form. Be sure to complete and submit the School Information and Payment page with your order! Complete the grid below to select the date and time of your field trip.

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS	# OF TEACHERS/ CHAPERONES	SUB-TOTAL (FOR TICKET PRICES, SEE PAGE 17)	20% DEPOSIT	BALANCE DUE	I am interested in Classroom Connections workshops (see page 8 for details)	
<b>The Ugly Duckling • Ohio Theatre (Recommended for Grades: K-4)</b>									
Oct. 23	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 23	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 24	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 24	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 25	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 25	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 26	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oct. 26	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>The Rainbow Fish • Ohio Theatre (Recommended for Grades: Pre-K-2)</b>									
Jan. 22	11:30 AM*	**Visit <a href="http://playhousesquare.org">playhousesquare.org</a> for information on the January 22 performance.							
Jan. 23	10:00 AM								
Jan. 23	12:00 PM								
Jan. 24	10:00 AM*								
Jan. 24	12:00 PM								
Jan. 25	10:00 AM								
Jan. 25	12:00 PM								
<b>Moon Shot • Ohio Theatre (Recommended for Grades: 4 and up)</b>									
Feb. 6	10:00 AM								
Feb. 6	12:00 PM								
Feb. 7	10:00 AM*								
Feb. 7	12:00 PM								
<b>Me... Jane: The Dreams &amp; Adventures of Young Jane Goodall • Ohio Theatre (Recommended for Grades: 1-5)</b>									
Feb. 13	10:00 AM								
Feb. 13	12:00 PM								
Feb. 14	10:00 AM*								
Feb. 14	12:00 PM								

\*Signed for the hearing impaired.

NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES

**ORDER FORM**  
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playhousesquare.org/educators 216-348-7909

# SCHOOL FIELD TRIP ORDER FORM

Please review Registration Procedures before completing this order form. Be sure to complete and submit the School Information and Payment page with your order! Complete the grid below to select the date and time of your field trip.

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS	# OF TEACHERS/ CHAPERONES	SUB-TOTAL (FOR TICKET PRICES, SEE PAGE 17)	20% DEPOSIT	BALANCE DUE	I am interested in Classroom Connections workshops (see page 8 for details)
<b>Emily Brown and the Thing • Ohio Theatre (Recommended for Grades: Pre-K-5)</b>								
Feb. 26	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 26	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 27	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 27	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 28	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Feb. 28	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 1	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Mar. 1	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Junie B. Jones • Ohio Theatre (Recommended for Grades: K-5)</b>								
Apr. 9	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 9	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 10	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 10	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 11	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 11	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 12	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 12	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Twenty Thousand Leagues Under the Sea • Ohio Theatre (Recommended for Grades: 2-12)</b>								
Apr. 30	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
Apr. 30	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 1	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 1	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 2	10:00 AM*							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 2	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 3	10:00 AM							<input type="checkbox"/> Yes <input type="checkbox"/> No
May 3	12:00 PM							<input type="checkbox"/> Yes <input type="checkbox"/> No

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\*Signed for the hearing impaired.

**NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES**

**ORDER FORM**  
cont'd. on next page



# SCHOOL FIELD TRIP ORDER FORM

Please review Registration Procedures before completing this order form. Be sure to complete and submit the School Information and Payment page with your order! Complete the grid below to select the date and time of your field trip.

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS	# OF TEACHERS/ CHAPERONES	SUB-TOTAL (FOR TICKET PRICES, SEE PAGE 17)	20% DEPOSIT	BALANCE DUE	I am interested in Classroom Connections workshops (see page 8 for details)
<b>SHH! We Have a Plan • Westfield Insurance Studio Theatre (Recommended for Grades: Pre-K-3)</b>								
Apr. 30	10:00 AM							<input type="checkbox"/>
Apr. 30	12:00 PM							<input type="checkbox"/>
May 1	10:00 AM							<input type="checkbox"/>
May 1	12:00 PM							<input type="checkbox"/>
May 2	10:00 AM							<input type="checkbox"/>
May 2	12:00 PM							<input type="checkbox"/>
May 3	10:00 AM							<input type="checkbox"/>
May 3	12:00 PM							<input type="checkbox"/>
<b>Jason Bishop: Straight Up Magic • KeyBank State Theatre (Recommended for Grades: K-12)</b>								
May 3	12:00 PM*							<input type="checkbox"/>

DATE	TIME	GRADE LEVEL OF STUDENTS	# OF STUDENTS (\$6 EACH)	# OF TEACHERS/ CHAPERONES (FREE)	# OF LUNCHES (\$4 EACH)	SUB-TOTAL	20% DEPOSIT	BALANCE DUE
<b>Discovering the Performing Arts for Middle School Students</b>								
Nov. 16	9:30 AM – 1:00 PM							
Dec. 7	9:30 AM – 1:00 PM							
Feb. 1	9:30 AM – 1:00 PM							
Feb. 22	9:30 AM – 1:00 PM							
<b>Discovering the Performing Arts for High School Students</b>								
Nov. 9	9:30 AM – 1:00 PM							
Feb. 8	9:30 AM – 1:00 PM							

\*Signed for the hearing impaired.

**NO CHILDREN UNDER AGE TWO AT SCHOOL PERFORMANCES**



playhousesquare.org/educators 2020 → 216-348-7909

# Bus Subsidy Program



Playhouse Square is committed to offering the most engaging arts experiences to educators and students, while providing the tools to connect these experiences to education standards in the classroom. Playhouse Square is, however, also aware of the increased challenges schools are facing in planning and executing field trips for their students - particularly financial challenges. Therefore, we are pleased to be able to offer bus subsidies to school groups who may be deterred from attending our school matinee performances due to the cost of transportation.

If you are interested in receiving financial assistance for transportation to a school matinee performance, please review the following steps and submit your field trip order form with the "Bus Subsidy" option checked.

Limited funds are available. Recipients will be chosen based on need and/or order receipt date.

**APPROVED SCHOOL GROUPS WILL RECEIVE THE ACTUAL COST OF TRANSPORTATION, UP TO A MAXIMUM OF \$175/BUS ROUND TRIP.**

## APPLICATION PROCESS



1. Review the "School Field Trip Registration Procedures," complete and submit your school matinee performance order form with the "Bus Subsidy" option checked and the following two questions completed. **NOTE:** the required 20% deposit and/or school purchase order number may be temporarily waived while your application is being considered. Should you be approved, this deposit and/or PO will be requested and is due within two weeks of approval to complete your field trip order.
2. Confirm receipt of submission with the contact listed below.
3. You will be contacted within two weeks as to the status of your application.

### \* **IF YOU ARE APPROVED FOR BUS SUBSIDY, THE FOLLOWING ACTIONS ARE REQUIRED:**

1. Full payment of reserved tickets must be made two weeks prior to your scheduled field trip.
2. You must attend the designated performance.
3. Following your trip, provide the transportation invoice for your scheduled field trip – confirm receipt of this information with the Playhouse Square contact listed below.
4. Subsidies will be remitted within 30 days of invoice receipt.

#### **Please note:**

- It is the school's responsibility to reserve buses through its normal channels. Playhouse Square is not responsible for reserving and/or scheduling your transportation.

- Playhouse Square remits payment to the school that has been approved for the bus subsidy or the board office of the approved school, NOT third party transportation agencies. It is the school's responsibility to pay transportation agencies outside their home district and subsidies are paid to the school as a reimbursement of that cost.

All correspondence regarding Playhouse Square's bus subsidy program should be directed to:

Playhouse Square  
ATTN: School Field Trips  
1501 Euclid Avenue, Suite 200  
Cleveland, OH 44115

Or email us at [schoolprograms@playhousesquare.org](mailto:schoolprograms@playhousesquare.org)





# CLASSROOM CONNECTIONS WORKSHOPS!



If you are bringing your class to a school matinee performance, consider enriching your field trip experience with in-school Classroom Connections Workshops! Workshops are available for the following shows: *The Ugly Duckling*, *Emily Brown and the Thing* and *Twenty Thousand Leagues Under the Sea*.



Playhouse Square teaching artists facilitate 45-minute workshops tailored to your students' needs so they can actively explore and connect with the art forms and themes they see during the performance. These workshops are designed to deepen the student experience with the fundamental learning and innovation skills inherently found in the performing arts including: critical thought, communication, collaboration and creativity.

For \$160 (performance tickets additional), your class will receive both a pre- and post-show workshop in your classroom. A limited number of workshop subsidies are available for CMSD schools.

Contact Hannah Twining at [hannah.twining@playhousesquare.org](mailto:hannah.twining@playhousesquare.org) for more information or to schedule your workshops.



*Performance ticket orders must be confirmed prior to workshop booking. Workshops subject to availability.*



## Teacher Resource Guides

Teacher Resource Guides are available for each school matinee performance as well as all programs for middle and high school students including *Discovering the Performing Arts* and *Careers in the Performing Arts*. The guides offer valuable information, activities and critical thinking questions for teachers to share with their students before and after attending events at Playhouse Square. The content of these guides is aligned with the Common Core Standards in an effort to connect 21st Century learning skills with performing arts experiences. Teacher Resource Guides may be found online approximately one month prior to the school matinee performance or middle/high school field trip date at [playhousesquare.org/eduresources](http://playhousesquare.org/eduresources).

