

Check #: _____

Rec'd: _____

Initials: _____

For Box Office Use Only

MSU Riley Center 2009-2010 School Shows Order Form



Complete form and deliver or mail with payment to:

MSU Riley Center Box Office

2200 Fifth Street • Meridian, MS 39301

Box Office Hours: Monday – Friday, 10 a.m. – 6 p.m.

Reservations are not confirmed until payment is received.

A receipt will be mailed to you within 10 business days. **Please present your receipt at the show for admission.**

Performance name			
Preferred time (circle one)	9:30 a.m.	or	noon
Name of school			
School address	Street or P.O. Box:		
	City:	State:	Zip:

School info	Phone:	Fax:	
Primary contact name			
Primary contact mobile phone (for day of show)			
Primary contact e-mail			
School bookkeeper name			
Number of wheelchair(s)	# _____ Attendant seat needed? Y or N (circle one)		
Other special needs	# _____ Vision impaired	# _____ Crutches	# _____ Hearing impaired
	# _____ Other (explain)		
Transportation	# _____ School buses	# _____ Charter buses	# _____ Vans # _____ Cars
Grade(s) attending			
Total attendance	# _____ of students + # _____ of adults + # _____ scholarship students = _____ total		
Amount enclosed	# _____ total no. of attendees x \$5 = _____ total (less scholarship students)		_____ Scholarship Code* (if applicable)

*SCHOLARSHIP SEATS

- Scholarship seats are awarded based on available funding. To request scholarships, contact Dr. Tabereaux **BEFORE** you mail in your check.
- Each school that receives any scholarship money will be asked to write a thank-you letter on a school letterhead to the Community Foundation of East Mississippi, our generous donor.

DIRECTIONS/PARKING

- ALL cars **MUST** park in the Arts District Parking Garage.
- ALL buses and vans **MUST** enter downtown on 22nd Avenue going **NORTH** and turn **LEFT** onto Fifth Street. A police officer will meet each bus and guide the driver to a parking space.

QUESTIONS

Contact Dr. Charlotte Tabereaux at 601-696-2204 or ctabereaux@riley.msstate.edu. On the day of the show, contact Charlotte on her mobile phone at 601-938-5196 or call the box office at 601-696-2208.