

Check #:  
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 Initials:

# MSU Riley Center 2010-2011

## 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, 9 a.m. – 5 p.m.

**Reservations are not confirmed until payment is received. No purchase orders.**

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

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

<b>School info</b>	Phone:	Fax:	
<b>Primary contact name</b>			
<b>Primary contact mobile phone (for day of show)</b>			
<b>Primary contact e-mail</b>			
<b>School bookkeeper name</b>			
<b>Number of wheelchair(s)</b>	# _____ Attendant seat needed? Y or N (circle one)		
<b>Other special needs</b>	# _____ Vision impaired	# _____ Crutches	# _____ Hearing impaired
	# _____ Other (explain)		
<b>Transportation</b>	# _____ School buses	# _____ Charter buses	# _____ Vans      # _____ Cars
<b>Grade(s) attending</b>	Home schools: please include grades of ALL children attending.		
<b>Total attendance</b>	# _____ of students    +    # _____ of adults    +    # _____ scholarship students    =    _____ total		
<b>Amount enclosed</b>	# _____ 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 must write a thank-you letter on 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](mailto: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.