

Check #:
 Rec'd:
 Initials

MSU Riley Center 2011-2012

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. Purchase orders are accepted.

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 (number of each)	# _____ School buses	# _____ Charter buses	# _____ Vans # _____ Cars
Grade(s) attending	Home schools: please include grades of ALL children attending.		
Total attendance	# _____ of students + # _____ of adults + # _____ scholarship students = _____ total		
Amount enclosed	# _____ total no. of attendees x \$6 = _____ total		_____ Scholarship Code* (if applicable)

*SCHOLARSHIP SEATS

- Scholarship seats are awarded based on available funding. To request scholarships, contact Dr. Tabereaux **BEFORE** you mail in money.
- 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. Bring the letter to Dr. Tabereaux on the day of the show.

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. *See construction alert.

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](tel:601-938-5196) or call the box office at 601-696-2208.

REVISED 2011-2012 School Shows: READ before ORDERING

COST: All school shows are **\$6 per person**, including teachers and chaperones. Make checks out to the MSU Riley Center. **Purchase orders ARE accepted.** NO seats are reserved until check is here **and** attached to the reservation form.

TIME: All shows last **ONE hour**.

RESERVATIONS: Seats assignments are made based on a number of factors, including when the order is received, size of the group, students' ages and any special needs. Keeping school groups together on the same level of the theater and accounting for height differences among grades are key factors in determining where school groups are placed in the theater.

SCHOLARSHIPS: Scholarship funds are available for applicable students through generous donations made to the Community Foundation of East Mississippi (CFEM). If you are requesting scholarship funding, please contact Dr. Charlotte Tabereaux **BEFORE** mailing your order form and payment to get a **special code number**. Scholarships are awarded based on funding available. In order to receive the allotted scholarships, the teacher or principal must send a thank you letter (on school stationery) addressed to the CFEM (mailed to Dr. Tabereaux).

CHAPERONES: These shows are **strictly** reserved for students, teachers, administrators and chaperones who purchase seats as part of the class's order. Chaperones must be acting in an **official capacity** with the school **and** capable of walking up to four flights of stairs.

- Chaperones **should not** exceed one per every 10 children (home school groups included); home schools not in a group are limited to one **ADULT** (mom or dad) per household; children under the age of five (5), grandparents or other family members are **NOT** permitted in the theatre.
- **Remember to tell chaperones:** This educational performance is for STUDENTS of the teachers within grade level suggestions, teachers, administrators, and chaperones ONLY. Family members, grandparents, & children of chaperones & teachers are NOT permitted. NO children under the age of five are permitted during school shows. Students **MUST** be accompanied by an adult chaperone when leaving the theater to go to the restroom or any other time they attempt to leave the theater.

TICKETS: Your **RECEIPT is your ticket**. Bring your receipt with you to admit your group to the theater.

TRANSPORTATION: **ALL cars/vans must park in the Arts District Parking garage.** All buses must stop at the front door at 5th St. and 22nd Ave. and get directions from the police person as to where to park. Please arrive 30 minutes BEFORE the show! REMIND the bus drivers that they **MUST** enter 5th Street by turning LEFT from 22nd Ave (so the bus door lets out onto our sidewalk). Bus drivers and parents who do not have a ticket may sit in the lobby.

ALERT: Due to construction on our street until December, please ask bus drivers to enter going North on 22nd Ave, turn Left onto 8th St., then the first Left going South on 23rd Ave. for 2 blocks. Police will lead you to park on 6th St. (behind the MSU Riley Center).

VOLUNTEERS: If an issue or concern arises at any time, PLEASE speak to Dr. Tabereaux, not one of our many volunteers who so graciously donate their time.

THANKS so much for reading and abiding by these important rules. We look forward to seeing you this season!

For additional information and questions, please contact Dr. Charlotte Tabereaux at 601-696-2204 or ctabereaux@riley.msstate.edu.