

Order Form - Copy as Needed - Please do not duplicate your order!

School Days Matinees Performances	Day/Date	Time (circle one)	Total # Students	Total # Adults	Total # Attending	Comps	Total Due (Total attending less comps x \$5.00)
Little Mermaid (Pre K - 3)	Tues 09/29/09	9:30 / 12					
Little Mermaid (Pre K - 3)	Wed 09/30/09	9:30 / 12					
Midnight Ride of Paul Revere (3-8)	Mon 10/19/09	9:30 / 12					
CSI LIVE (3-8)	Tues 11/10/09	9:30 / 12					
Children's Nutcracker (4-8)	Fri 12/11/09	9:30 / 12					
Seussical (Pre K-4)	Tues 02/02/10	12:00					
Dear Edwina (3-12)	Fri 02/26/10	9:30					
The Fisherman & His Wife (Pre K-3)	Wed 03/03/10	9:30 / 12					
Red Badge of Courage (4-8)	Thur 03/04/10	9:30 / 12					
Go, Dog. Go! (Pre K-3)	Fri 04/30/10	9:30 / 12					
Little Shop of Horrors (6-12)	Fri 05/14/10	9:30					

GRAND TOTAL ALL EVENTS \$ _____

Once your seats are reserved, a confirming invoice will be issued. If there are changes prior to the invoice due date, please call Karyn at 270-824-8650.

School _____

Address _____

City _____ State _____




County _____ Zip _____

School Phone _____

School Fax _____

E-mail Address _____

Mode of Transportation:
Please Circle Bus Car Van

Circle Special Needs:   

Teacher's Name _____

Grade Level _____ Please, do not leave this line blank!

Home Address _____

City _____ State _____ Zip _____

Home Phone _____

E-mail Address _____

Ordering Alone _____ Ordering w/Others _____

Contact Name _____

**Order Now, Pay Later.
Call 270-824-8650
and Order Today!**

Payment Due 30 days before the performance

Payment may be made by: Visa/MC, Discover, American Express, School Purchase Order, Cash, School Check or Personal Check. Make checks payable to the *Glema Center*. An acknowledgment will be sent before the performance to confirm your space.

Visa __ M/C __ Discover __ American Express __

Card # _____ Exp: _____

Signature _____

Mail order form with payment to: Glema Mahr Center for the Arts, Attn: Karyn Tapp, 2000 College Dr. Madisonville, KY 42431. Call 270-824-8650 for more information.

Study Guides: Teacher's Guides will be available, in most cases, on-line at www.glemacenter.org. Please inform us if you do not have internet access and we will mail them one month before the performance.

Refund and Cancellation Policy: If your school system is closed due to inclement weather, we will try to reschedule your school for another performance/event. If we cannot reschedule your school, we will refund your payment for that performance/event. Payment for any other reason is non-refundable.

Ticket Orders: Tickets should be purchased for everyone attending the performance; however, teachers and/or chaperones will receive one complimentary ticket per 15 student tickets purchased. **Please do not advise parents wishing to attend to contact the Glema Center. ALL parents MUST purchase and/or reserve their tickets through the teacher.**

Simply complete the order form and charge by phone (270-824-8650) or fax (270-824-1868) or mail your check to the Glema Center, 2000 College Drive, Madisonville, KY 42431. E-mail: karyn.tapp@kctcs.edu. **(We do not recommend e-mailing credit card payments)**

Purchase Orders: If paying by Purchase Order, the Glema Mahr Center for the Arts must have a copy of the P.O. to process your order. The amount on the P.O. cannot be changed or refunded except in the case of inclement weather.

Contact Karyn Tapp: 270-824-8650

FAX: 270-824-1868

e-mail: karyn.tapp@kctcs.edu

Teachers / chaperones will receive one complimentary ticket per 15 students. ALL parents (whether chaperoning or attending) MUST purchase and/or reserve their tickets through the teacher