



## 2019-2020 ARTS ADVENTURE REGISTRATION FORM Secondary Level Events

School \_\_\_\_\_ School Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact SUMMER Address \_\_\_\_\_

Contact Email \_\_\_\_\_ Grade level of students attending \_\_\_\_\_

Best time to reach contact \_\_\_\_\_ Special needs? \_\_\_\_\_

School type     Public                       Private/Parochial                       Home School (attach tax exempt form)

Performance	Date	Quantity	Admission <small>(schools w/o a federal tax-exempt number \$6)</small>	Total Price	Free Admission <small>(one per 20 paid)</small>	Total Admission
<b>EXAMPLE:</b> <b>How to Survive MS 1pm</b>		<b>50</b>	<b>\$5/\$6</b>	<b>\$250/\$300</b>	<b>2</b>	<b>52</b>
The Moanin' Frogs 1pm	10/22/19					
Michael Perry: <i>Writing from the Middle of Nowhere</i>	3/19/20					
How to Survive Middle School 10am	4/23/20					
How to Survive Middle School 1pm	4/23/20					

**To reserve your seats:**

- 1) Complete this form and return by:
  - MAIL: LTCA, 400 N School St, Spencer WI 54479
  - FAX: 715.659.5470
  - EMAIL: artsadventure@lucilletackcenter.com
  - Phone orders are NOT accepted.
- 2) A confirmation/invoice will be sent to you by mail with instructions for payment. Reserved seats are guaranteed only until the payment due date, which is four weeks prior to the performance.
- 3) Return the confirmation to LTCA **within one week**. Send your payment to the LTCA by the payment due date (four weeks prior to performance). Reservations not paid by the due date may be canceled in order to accommodate groups on waiting lists.
- 4) On the day of event, arrive 20 minutes before curtain time. Remind students that gum, food and beverages are not allowed in the Tack Center. An usher will meet your group in the Gallery and escort you to your seats.

**FINE PRINT:** A seat must be reserved for everyone in your group and your reservation total must reflect all students, teachers and chaperones attending. Please limit the number of teachers/chaperones to no more than one per 15 students. All tickets must be reserved through the school group. Parents are not permitted to purchase tickets on their own. Send your order as soon as possible to avoid being placed on a waiting list. Educational events at the LTCA may be photographed by LTCA staff for promotional use. Attendees grant the LTCA permission to use these images for such a purpose.