

Class Acts 2011-12 School Year Order Form

Duplicate and fax form to 575.336.0055.

ORDERING PROCEDURES

STARTING AUGUST 17 ORDER BY FAX OR MAIL: No phone orders are taken. Fax the Spencer Theater Box Office at 336.0055, or mail to 108 Spencer Rd., Alto, NM 88312 to reserve seats for your class. Classes should have one chaperone for every 15 students.

PAYMENT OR A SCHOOL PURCHASE ORDER NEEDS TO BE SENT TO THE SPENCER WITHIN 10 DAYS: orders will not be held unless payment or a school purchase order is received within 10 days of the date an order is made.

IF ORDERING FOR SEVERAL CLASSES we require that you include a separate list of the teachers' names, grade level and number of attendees per teacher. This will enable classes to be admitted to the performance quickly.

WE WILL SEND CONFIRMATION and a ticket voucher for the total number of students and adults on the order. We will also bill the school district for the purchase order amount.

IF ADDITIONAL TICKETS ARE NEEDED a second order and a second purchase order or payment is required.

HOME SCHOOL STUDENTS/ PARENTS: payment needs to be attached with your order for every individual attending a performance. Credit cards are accepted.

ALL SALES ARE FINAL: we are not able to give refunds. Only if a school officially closes (due to weather, etc., etc.) on the day you planned to attend a Class Acts performance will the theater allow an exchange for another performance within the same season. Official notification in writing from the school principal within 3 business days of the performance will be necessary before any adjustment to your account can be made.

BUS ARRANGEMENTS: transportation must be arranged by the teacher or principal. Schools in the districts of Ruidoso, Capitan, Carrizozo, Corona, Mescalero and Hondo may be reimbursed for busing costs through a grant from the Hubbard Foundation. Forward your busing invoice to: Spencer Theater, Attention: Business Office, 108 Spencer Rd., Alto, NM 88312.

STUDY GUIDES: there are links on the Spencer Class Acts website to .pdf study guides on the performances.

GRADE LEVELS: the theater staff recommends appropriate grade levels for each performance. Teachers at other grade levels may consider bringing their students to a performance if they find the material suitable. However, please be advised that students more than three grade levels from those recommended may experience some dissatisfaction.

Performance	Time & Date	# tickets	Total \$5 ea
"Give a Moose a Muffin"	Tuesday September 27, 2011 at 10:30 a.m.		\$
"Give a Moose a Muffin"	Tuesday September 27, 2011 at 1 p.m.		\$
"Charlotte's Web"	Monday, October 17, 2011 at 10:30 a.m.		\$
"Charlotte's Web"	Monday, October 17, 2011 at 1 p.m.		\$
Southeast Alaska Odyssey	Tuesday, March 6, 2012 at 10:30 a.m.		\$
Southeast Alaska Odyssey	Tuesday, March 6, 2012 at 1 p.m.		\$
"Alice in Wonderland"	Thursday, April 19, 2012 at 10:30 a.m.		\$
"Alice in Wonderland"	Thursday, April 19, 2012 at 1 p.m.		\$

HANDICAP OR SPECIAL SEATING NEEDS:

Teacher's name: _____ Grade level: _____

School: _____

Mailing address: _____

Phone: _____ email _____

No refunds or exchanges. Payment or purchase order must be received within 10 days of placing order (and at least 2 weeks prior to the performance) or order will be cancelled. Every person entering the auditorium – including teachers, chaperones, parents and bus drivers – must be included in your total. All seating is general admission – first come, first seated. Please allow plenty of time for travel as the Spencer is approximately 30 minutes from central Ruidoso. Performances begin on time.

Class Acts is made possible with grants and support from



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