

# LINDENWOOD UNIVERSITY K-12 MATINÉE SERIES 2023-2024 RESERVATION FORM

GROUP INFORMATION			
Name of School:	School District (if applicable):		
Grade level/Subject:	School Address:		
PO Box Number (if applicable):	City:	State:	Zip:

CONTACT INFORMATION	
Primary Contact Name:	Office Number:
Primary Contact Email:	Mobile Number:

<b>Teachers/school staff will receive free admission.</b> For every <u>10</u> student tickets purchased, the group will receive <b>one free adult chaperone ticket.</b> Additional adults will pay full price.						
PERFORMANCES	# of Students	# of Teachers / School Staff	# of Adults Chaperones	Total Attendance	Price per Seat	Cost Estimate
<i>Cuentos</i> (11/14/2023 – 60 mins.)					<b>\$10</b>	
<i>Keep Marching</i> (1/31/2024 – 60 mins.)					<b>\$10</b>	
<i>Dinosaur Zoo Live</i> (2/28/2024 – 60 mins.)					<b>\$10</b>	
<i>Pirate School</i> (3/6/2024 – 60 mins.)					<b>\$10</b>	
<i>Call of the Wild</i> (4/25/2024 – 60 mins.)					<b>\$10</b>	
					Estimated Amt. Due	

ACCOMMODATIONS (accessible seating is limited)		
# of Transition Seats:	# of Wheelchair Seats:	# of Companion Seats (optional):

Please contact the Patron Services Coordinator to request any special accommodations.

TYPE OF TRANSPORTATION (please indicate how many of each vehicle type)		
School Buses #:	Vans #:	Cars #:

PAYMENT OPTIONS	<input type="checkbox"/> Please send an invoice	<input type="checkbox"/> Please send a quote for purchase order
<b>Please call to confirm order total before issuing payment.</b> Checks/purchase order payments should be made payable to <b>Lindenwood University</b> . Credit/debit cards will have an additional <b>3.5% convenience fee</b> .		

PLEASE RETURN THIS FORM TO:
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J. Scheidegger Center for the Arts  
209 S. Kingshighway, St. Charles, MO 63301

Email: [boxoffice@lindenwood.edu](mailto:boxoffice@lindenwood.edu)  
Questions? Call 636-949-4433

**Interested in extending your time on Lindenwood University's campus? We can arrange tours, lunch in the dining hall, or lunch in one of our beautiful outdoor spaces. Please inquire with Patron Services Coordinator.**

# LINDENWOOD UNIVERSITY K-12 MATINÉE SERIES

## 2023-2024 RESERVATION INFORMATION

Lindenwood University K-12 School Matinée Series performances are offered to public, private, and home school groups. **Teachers/school staff will receive free admission. For every 10 student tickets purchased, the group will receive one free adult chaperone ticket.** Additional adults will pay full price.

### **RESERVATIONS:**

Reservations for K-12 matinée shows should be made at least five (5) business days prior to the performance. Reservations are confirmed in the order in which they are received (first come, first served). If you wish to add to your reservation after your order has been processed, we cannot guarantee seating for additional members or that they will be seated with the rest of the group. Seating availability is not guaranteed for orders placed less than 30 days prior to the performance.

Please include every person who plans to watch the performance in your total seat count. This includes students, teachers, adult chaperones, and/or bus drivers. **Accessible seating is limited.** Please contact the Patron Services Coordinator to confirm the current availability of accessible seating. Contact information can be found on the reservation form.

### **CONFIRMATION:**

All correspondence regarding your reservation will be addressed to the primary contact person listed on the order form. Confirmation emails with order information will be sent to the organizer within 5-10 business days after receipt of reservation request.

### **PAYMENT:**

Acceptable forms of payment include credit/debit card, check, cash, or purchase order. Cash will only be accepted in person at the Box Office; do not send cash through the mail. A 3.5% convenience fee will be added to your total when paying with credit/debit card. Checks should be made payable to *Lindenwood University*. **Please call to confirm the order total before issuing any payment.**

Payment is accepted through the morning of the show. If your school or district needs a payment extension beyond the day of the performance, please contact us to make arrangements.

Payments are nonrefundable except in the case of an event cancellation. If your approved group needs to cancel a matinée reservation, please let the Box Office know as early as possible.

### **VENUE INFORMATION:**

The J. Scheidegger Center for the Arts is located on the campus of Lindenwood University in St. Charles, MO.

The scheduled start time for K-12 matinée shows is 10 a.m.

Food and drinks are not permitted inside the Lindenwood Theater.

Accessible seating is available in the Orchestra and Balcony sections of the Lindenwood Theater. Elevator access is located on the east and west sides of the Grand Lobby.