



SCHOOL TICKET ORDER FORM 2010

www.ottawachildrensfestival.ca
602 – 294 Albert Street, Ottawa, ON K1P 6E6
tel: 613 241.0999 fax: 613 241.5774
email: boxoffice@ottawachildrensfestival.ca

Please take the time to read this form through for essential information.

> **Teachers** – use one order form per class

> **Tickets for Schools: \$8.50 per person**

> **Mobile Circus School: \$5.00 per person**

- this workshop is only open to schools
- schools must be booked into at least one regular show
- each workshop can only fit 30 people in total

> **Architects of Air Luminarium: \$2.50 per person**

- for students, teachers and accompanying adults visiting with schools attending performances

> **Imagination Station for Schools**

Access is on a first come first serve basis and is not guaranteed.

ORDERING GUIDELINES:

- For all Box Office inquiries and assistance call: (613)241-0999 from 9:30am to 4:30pm
- Review the performance descriptions and schedule. The show descriptions, curriculum connections and age recommendations should help you select the right show
- Please have alternatives in case of sold-out shows. We will not be able to take multiple class orders on one order sheet. EACH CLASS must complete their own order form. Extra order forms are available on our web site: www.ottawachildrensfestival.ca
- For every 10 student tickets ordered we will give you 1 complimentary adult ticket
- Please fill out your ticket order form carefully, please list the number of student tickets required, the number of free tickets is based on that, i.e. 25 student tickets equals 2 free adult tickets. Please list any further adult tickets needed besides the free adult tickets you will receive, in the extra adult ticket column (Please print)
- Indicate your special needs, wheelchairs, visual impairment, etc
- **All orders must be paid in full by May 17 2010**
- Your “paid in full” confirmation will act as **your group ticket** for the performance and Imagination Station
- Tickets will be mailed to you upon full payment

- Each supervising adult should have a copy of your confirmation in case your class breaks up into smaller groups
- Mail or fax your completed order to:
Ottawa International Children's Festival
602 – 294 Albert Street, Ottawa, ON K1P 6E6
or
Fax to (613) 241-5774
- We accept Visa, Mastercard or American Express. Please make cheques payable to Ottawa International Children's Festival.
- Please note any parent wishing to attend the performance with the school who is not acting as a group supervisor must call the box office. They will be required to pay the general public ticket price and only if there is availability
- Weekday school performances are open to the general public, except for the Mobile Circus School, which is only available to school groups - see the section of the program about general public ticket prices; tickets will be based on availability of space as school day performances quickly sell out
- All ticket prices include GST
- Tickets cannot be refunded or exchanged unless a performance is cancelled by the Festival; we reserve the right to substitute performances.

The schedule is subject to change.

School Contest:

Students!

Create a drawing and write about your experience at the Ottawa International Children's Festival.

The best class entry will win a free day at the 2011 Ottawa International Children's Festival and a pizza lunch!

Good Luck!

TEACHERS (please use one order form per class)

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Teacher _____ School Name _____

Address _____ City _____ Postal code _____

Bus. Tel.: _____ E-Mail _____

Special needs _____

PERFORMANCE NAME	CODE	TICKET PRICE	WORK-SHOP PRICE	ARCHITECTS OF AIR	#OF STUDENT TICKETS	# OF COMP TICKETS	# OF EXTRA TICKETS	TOTAL TICKETS	# OF TICKETS CHARGED	TOTAL COST
(SAMPLE) Trio for a Green Pea	12	\$8.50	\$5.00	\$2.50	23	2	3	28	26	\$ 421.00
Sub – Total										
Service charge per order sheet										\$2.00
Orders must be fully paid by May 17, 2010. Cancellations and refunds will not be accepted after this date. TOTAL										

Cheque Money Order Payable to: **Ottawa International Children’s Festival**
 Mastercard Visa AMEX Card Number _____ Expiry Date _____
 Name of Card Holder _____ Signature _____

Seating Policy: Arrive Early!
 General Seating: there is no reserved seating. Ushers will be on hand to direct you to your places in order to be able to accommodate all ticket holders. Please allow 10 minutes extra on either side of the performance for seating.

Latecomers
 Latecomers will be admitted only at a suitable break in the performance. If the performance does not allow for late entry we will gladly exchange your tickets for another show based on availability, no refunds will be issued.

Photographic and Recording Equipment
 Photographic and recording equipment is strictly prohibited.

Ticket Policy
 Ottawa International Children’s Festival policy requires that every person have a ticket in order to be admitted to a performance. This policy applies to everyone, including children and toddlers, only “babes in arms” will be admitted free of charge (under 12 months old).

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