

How to Order

PLEASE READ CAREFULLY, AND NOTE NEW POLICIES. ONLY ORDERS THAT ARE FILLED OUT CORRECTLY AND COMPLETELY WILL RECEIVE PRIORITY IN PROCESSING.

Reservations:

DEADLINES:

- Orders are accepted beginning **May 18**.
- Orders postmarked **by May 22** are placed in a lottery (see below).
- Orders postmarked **after May 22** are processed on a first-come, first-served basis.
- Order confirmations are emailed in **June** and mailed beginning August 11.

SUBMITTING ORDERS:

- **MAIL** to Student Matinees, Flynn Center, 153 Main St., Burlington, VT 05401
- **HAND-DELIVER** to Flynn Admin Offices, 147 Main St., Burlington (M-F 8:30 am-5 pm)
- **FAX** to 802-863-8788 (Make sure to fax both sides.)

WARNING! Choose only ONE method of delivery! Duplicate submissions can cause doubled orders.

LOTTERY INFORMATION: To give each group a fair chance to see at least **one** of their top choices, each correct and complete order postmarked by **May 22** is randomly pulled and one top choice processed. All orders are then processed randomly again to fill remaining requests. We take your preferences into account, but it decreases your odds in the lottery if you do not list multiple choices.

- While only one show will be reserved in each order, multiple shows can still be requested on one form.
- **SEAT NUMBERS: Don't forget to include teachers and chaperones in your count!** If uncertain of numbers, we recommend that you slightly overestimate. You will be able to adjust numbers until six weeks prior to the show.
- **CONFIRMATION:** Reservations are confirmed in writing; **no tickets are issued**. Seat assignments are based on age and other accommodations.
- **WAITING LIST:** Orders for sold-out shows are waitlisted. We'll be in touch if seats open up.

Payment:

- **GROUPS OF 10 OR FEWER:** You must pay in full at time of order.
- **GROUPS OF 11 OR MORE:** Don't pay now. A bill will be sent 12 weeks prior to the show, and payment or purchase order is due three weeks before the show. (Purchase orders confirm final seat adjustments and guarantee payment prior to performance day.) **Reservations not paid in full by the due date may be cancelled and a 50% cancellation fee charged.** Note: Invoices for shows in September, October, and November 2009 will be mailed beginning August 11. If you need an invoice before then, contact sms@flynncenter.org.
- **SUBSIDIZED SEATS:** The Flynn raises funds to offer approximately 200 free seats per performance for students who meet the school's criteria for fully subsidized lunches. Because the need always exceeds the available subsidies, request subsidies only if there are no PTO or other community funds to support these students. *To request more than 15% of your seats be subsidized, a letter explaining your higher need must accompany your order.*
- **REFUNDS: There are NO REFUNDS for paid reservations**, except in the unlikely case of a cancelled show. In that case, monies would be applied to another show, companion workshops, or refunded.

Changes & Cancellations:

SEAT REQUESTS/CHANGES: A one-time request to change the quantity of seats should be made as early as possible; however, failure to meet the deadlines below incurs a late cancellation/reduction fee equal to **50% of your reservation**.

- **Ten weeks before show:** Cancellations are due to the Flynn **in writing**.
- **Six weeks before show:** All seating changes are due (up to 15% of your seat total).
- **Three weeks before show:** Full payment is due.
- **Weather-related cancellations:** There are no refunds of paid reservations. If your school is closed or delayed on a show day, we will make every effort to offer another grade-appropriate show in our season. If not possible, funds will be applied to companion workshops.

Order Form



Part 1

By filling this out, the party listed below confirms the reading and understanding of the Flynn's policies on changes and cancellations on the previous page.

Main Contact Person: _____
(this person will receive all relevant mail and email)

Main Contact Email* _____
**Required. We will email order confirmations in June & other important info throughout the year.*

School Name: _____

Address: _____

School or Homeschool Phone Number: _____

All Teachers Attending: _____

REQUIRED!

A. Please list your top 4 show choices, in order of preference.
 If you fail to give us more than one option, your chances in the lottery decrease.

1. _____ 3. _____
 2. _____ 4. _____

B. I want to attend a total of _____ (#) show(s) this season.
(Warning: if you leave this blank, you are committed to reserving every show you listed above.)

C. If a show I requested is sold out but there is another time offered for the same show/age group, reserve that time instead. (If "yes," your chances for seats greatly improve): Yes No

D. Send my invoice for Sept.–Nov. show(s) in June: Yes No

Please charge my Visa Mastercard AMEX Discover

Enclosed is my check, payable to the Flynn Center

Name _____
name as it appears on card

**Credit cards preferred because your total due may change depending your luck in the lottery.*

Card # _____ Exp. Date: _____

Signature _____

IF YOU ARE ORDERING 10 OR FEWER SEATS PER PERFORMANCE, payment in full must accompany your order to secure your reservations.

FlynnSpace

Based on demand, extra FlynnSpace shows are possible. Your group will be placed in a show date based on availability. See page 11 for scheduled dates. Please note any date constraints.

SHOWS	MONTH	TIME	GRADE(S) ATTENDING	TOTAL # ATTENDING	# SUBSIDIZED SEATS	# PAID SEATS	TICKET PRICE	TOTAL \$ DUE	COMPANION WORKSHOP?
The Disappearance (9-12)	Mid Nov.	10:30 am		-	=	x	\$10.00 =		<input type="checkbox"/> YES!
Souvenir (9-12)	Late Jan./ Early Feb.	10:30 am		-	=	x	\$12.50 =		<input type="checkbox"/> YES!
Shipwrecked (5-12)	Mid/Late March	10:30 am		-	=	x	\$12.50 =		<input type="checkbox"/> YES!

MainStage Shows on other side →

Make sure to fill out BOTH SIDES of the order form & to make copies for your records before submitting your order!

TEAR OFF AT FOLD

Order Form



Part 2

MainStage

↓ Circle time of show

↓ Don't forget to include chaperones

↓ Get the most out of the show with a companion workshop! Check "Yes!" to order.

SHOWS	DATE	TIME	GRADE(S) ATTENDING	TOTAL # ATTENDING	# SUBSIDIZED SEATS	# PAID SEATS	TICKET PRICE	TOTAL \$ DUE	COMPANION WORKSHOP?
Click, Clack, Moo (PreK-2)	Wednesday 9/30/09	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Andes Manta (2-12)	Tuesday 10/13/09	9:30 am		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Lord of the Flies (7-12)	Monday 10/19/09	9:30 am		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Chasing George Washington (3-8)	Tuesday 11/3/09	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Best of MOMIX (1-10)	Thursday 11/5/09	12:00 pm		-	=	x	\$9.00 =		<input type="checkbox"/> YES!
Play Me a Story (K-6)	Thursday 12/3/09	9:30 am or 11:30 am		-	=	x	\$8.00 =		<input type="checkbox"/> YES!
Strega Nona (K-4)	Monday 1/11/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Vanguard Jazz Orchestra (4-12)	Friday 1/29/10	12:00 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Scrap Arts Music (2-12)	Monday 2/8/10	10:00 am		-	=	x	\$9.00 =		<input type="checkbox"/> YES!
African American Heroes (2-5 & 4-9)	Wednesday 2/10/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Grupo de Rua (5-12)	Wednesday 2/17/10	12:00 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Frindle (3-6)	Wednesday 3/3/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
The Very Hungry Caterpillar (PreK-2)	Monday 3/8/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
The Peking Acrobats (2-12)	Monday 3/15/10	9:30 am or 12 pm		-	=	x	\$9.50 =		<input type="checkbox"/> YES!
Jackie Robinson (4-8 & 6-10)	Tuesday 3/16/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
Romeo & Juliet (6-12)	Friday 4/16/10	10:30 am		-	=	x	\$9.00 =		<input type="checkbox"/> YES!
Incredible Speediness (4-8)	Monday 5/3/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!
The Hobbit (4-10)	Wednesday 5/5/10	9:30 am or 12 pm		-	=	x	\$9.00 =		<input type="checkbox"/> YES!
African Children's Choir (2-12)	Friday 5/7/10	12:00 pm		-	=	x	\$9.00 =		<input type="checkbox"/> YES!
Nate the Great (K-3)	Friday 5/14/10	9:30 am or 12 pm		-	=	x	\$8.50 =		<input type="checkbox"/> YES!

See Ordering Procedures for how to submit your order. Remember, orders **received or postmarked by Friday, May 22** will have the best chance of being filled. Questions? Call 802-652-4548, ext. 0, or email sms@flynncenter.org.

GRAND TOTAL \$
(MainStage + FlynnSpace)

Make sure to fill out BOTH SIDES of the order form & to make copies for your records before submitting your order!