



Juanita K. Hammons Hall
for the Performing Arts

Just for Students 2012-2013 School-Day Matinees

See policies below; complete and return form on next page to make your reservation



Performances in Hammons Hall's Just for Students matinee series are reserved for groups of 10 or more from K-12 public, private or home schools, and are not open to the general public.

Other groups and individuals may purchase tickets for regular season performances by calling the Hammons Hall box office at 417-836-7678, group sales at 417-836-8468, or buy tickets online at www.HammonsHall.com.

RESERVATIONS & PAYMENT

Reservations and payment for school-day matinees must be made in advance, and are accepted by mail, email or fax. Send your order form with payment to:

Juanita K. Hammons Hall
ATTN: Anjie Nowell
901 S. National Avenue
Springfield, MO 65897

Fax: 417-836-6891
Email: AnjieNowell@MissouriState.edu

If you wish to use a school purchase order, please send a copy of the purchase order with your completed reservation form. All sales are final; no refunds, exchanges, or cancellations once payment is received, unless a performance is canceled by Juanita K. Hammons Hall. Refunds will not be issued due to lack of transportation, student absences, or school closings; all reserved seats must be paid for.

SEATING

Groups may receive one free adult seat for every 10 student seats purchased – please do not “round up.” Remember that everyone, including teachers, parent chaperones and bus drivers must be included in your total seat count if they plan to watch the performance. If you wish to add to your reservation later, we cannot guarantee that the entire group will be seated together. If anyone in your group requires wheelchair accessible seating, please be sure to note that on your order form.

CONFIRMATION

After your reservation is processed, you will receive a voucher with your order confirmation, seat assignment, parking study guide information. This voucher serves as your “group ticket” when you attend the performance – individual hard tickets are not issued for school matinees. All correspondence regarding your reservation will be addressed to the contact person indicated on your order form.

REMINDERS

- **Performances take place at Juanita K. Hammons Hall, 525 S. John Q. Hammons Parkway, Springfield, MO** (on the campus of Missouri State University). Driving directions are available online at www.HammonsHall.com.
- Seating begins approximately 30 minutes prior to curtain time. Every effort will be made to start performances on time. Latecomers will be seated at the discretion of theatre management.
- Cameras, recording equipment, food and beverages are not permitted inside the theatre.
- Cell phones and other electronic devices should be turned off or silenced inside the theatre.



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Just for Students School-Day Matinees 2012-2013 Order Form

Please keep a copy of your order form for your records



GROUP INFORMATION

Contact name: _____ Grade and/or Subject: _____
 School: _____ District: _____
 School address: _____ City: _____ State: _____ Zip: _____
 Daytime phone: _____ E-mail: _____

EVENT INFORMATION	# Total Seats	# Paid Seats	# Free Adults (1 per 10 pd)	Partner* Schools	Other Schools	Amount Due	
John Tartaglia's IMAGINOCEAN Thursday, October 25, 2012 at 10:00 am				\$3.50	\$6.50	\$	
SLEEPING BEAUTY as told by David Gonzalez Thursday, December 6, 2012 at 10:00 am				\$3.50	\$6.50	\$	
Coterie Theatre: TELL-TALE ELECTRIC POE Friday, February 8, 2013 at 10:30 am				\$3.50	\$6.50	\$	
Hot Club of San Francisco: CINEMA VIVANT Wednesday, March 20, 2013 at 10:30 am				\$3.50	\$6.50	\$	
<i>*Partner Schools at time of publication include: Springfield R-12, Springfield Catholic K-8th</i>						Total Amount Due	\$

Wheelchair accessible seating (# accessible seats: _____)

To request other accommodations due to disability, contact the MSU Disability Resource Center at 417-836-4192 at least two weeks prior to the performance you plan to attend.

Transportation: Bus _____ Car/Van _____ Walking

PAYMENT INFORMATION (please check one)

Check # _____, payable to Missouri State University

Purchase Order # _____

Visa MasterCard Discover American Express Card # _____

Expiration: _____ V-code⁺: _____

⁺Last three digits in signature block on back of card (last four digits on front for AmEx)

Name as it appears on card: _____

Authorized signature: _____

RETURN COMPLETED FORM BY MAIL, FAX OR EMAIL

Juanita K. Hammons Hall for the Performing Arts
ATTN: Anjie Nowell
901 S. National Avenue
Springfield, MO 65897

Phone: 417-836-5711
Fax: 417-836-6891
Email: AnjieNowell@MissouriState.edu
Web: www.HammonsHall.com/Education.htm