

# Ticket Order Form – Due 4/16/2016

Our May Recital Performances often sell out, and we sometimes find that we are unable to provide the number of tickets requested to all who desire them. We therefore plan our tickets sales early to give us more time to work on solutions.

## If you want Tickets for the May Recitals, please return this Ticket Order Form to the Studio by Saturday, 4/16/2016

Please read the information included with this letter to understand how many Complimentary Tickets are available to you (i.e. those that are included with the Recital Fee you will pay in March/April - usually 4 tickets) and to understand how to purchase Extra Tickets in addition to your Complimentary Tickets. If your children are in many numbers in many shows, it can be confusing as to how many Complimentary Tickets you are entitled to; please read this letter and call us with any questions you might have. We have included a class chart below that details which show(s) each of our classes is in.

### How Classes are Divided between the Shows

May 20 <sup>th</sup> Fri. 7:00p	May 21 <sup>st</sup> Sat. 3:15p	May 21 <sup>st</sup> Sat. 7:30p	May 22 <sup>nd</sup> Sun. 1:00p	May 22 <sup>nd</sup> Sun. 5:30p
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Class	Fri 700	Sat 315	Sat 730	Sun 100	Sun 530	Class	Fri 700	Sat 315	Sat 730	Sun 100	Sun 530	Class	Fri 700	Sat 315	Sat 730	Sun 100	Sun 530
Mon. 4:45 Gold Jazz			19			Tue. 8:00 Tap Adv B			04	23		Thr. 7:30 Hip Hop 3		27			36
Mon. 4:45 Tap Int B			23			Tue. 8:00 Lyrical 3B		09			13	Thr. 8:15 Adult Tap 3				14	
Mon. 5:00 Ballet Int C	21		03			Tue. 8:45 Adult Tap 2		15				Thr. 8:30 Diamond Jazz			12	15	25
Mon. 5:30 Lyrical 1	12		14			Tue. 9:00 Pointe Adv Int A		02			20	Thr. 8:30 Modern 3		13			06
Mon. 5:30 Jazz Int B			31			Wed. 4:15 Child 2 B/T				04		Fri. 4:15 Child 1 Ballet					05
Mon. 6:30 Lyrical 2	27		07			Wed. 4:15 Child 3 B/T	03					Fri. 4:30 Jazz 2		20			
Mon. 6:30 Ballet Int A	07					Wed. 4:30 Tap Int A	35					Fri. 5:15 Child 2 Tap		12			
Mon. 6:45 Ballet Adv Int B		03			24	Wed. 5:15 Jazz Int A	28					Fri. 5:15 Hip Hop 1	18				
Mon. 7:30 Lyrical 5			32	12		Wed. 5:15 Jazz 2				19		Fri. 6:00 Ballet 4			27		
Mon. 7:45 Tap Adv A	30				34	Wed. 5:15 Jazz Child 3	11					Fri. 6:00 Ballet 5			06		
Mon. 8:00 Pte Adv Int B		01			21	Wed. 6:00 Kinderclass 2		08				Fri. 6:15 Child 3 Ballet			02		
Mon. 8:30 Emerald Jazz		17			08	Wed. 6:00 Kinderclass 1				09		Fri. 6:45 Tap 5			30		
Mon. 8:30 Pearl Jazz		18			02	Wed. 6:15 Ballet Int. B			01			Fri. 6:45 Tap 4			05		
Mon. 8:30 Cont. Mod. 4				07	18	Wed. 6:45 Topaz Jazz	08		25			Fri. 7:15 Jazz 4			16		
Tue. 12:45 Kinderclass 1					11	Wed. 6:45 Tap Adv Int A		25			33	Fri. 7:15 Jazz 3			13		
Tue. 1:45 Kinderclass 2				06		Wed. 7:30 Jazz Adv Int A		23			30	Fri. 7:15 Jazz 5			34		
Tue. 4:15 Ballet Adv A	09				03	Wed. 7:45 Modern 2	19		15			Sat. 9:00 Tumbling	02				
Tue. 4:15 Ballet 5	06					Wed. 7:45 Teen Lyrical				17		Sat. 9:00 Kinderclass 1		05			
Tue. 4:15 Child 4 Ballet	16					Wed. 8:30 Teen Jazz				11		Sat. 9:45 Child 1 Ballet	14				
Tue. 5:00 Tap 5	29					Wed. 8:30 Rubies Jazz		19			14	Sat. 9:45 Kinderclass 2	15				
Tue. 5:00 Child 4 Tap	10					Thr. 4:30 Lyrical Beg.			11			Sat 10:45 Hip Hop 1			22		
Tue. 5:30 Pointe Adv A	01				01	Thr. 4:30 Jazz Adv. A	37				26	Sat. Sapphire Lyrical	22			02	07
Tue. 5:30 Child 4 Jazz	05					Thr. 4:30 Modern 1	20		08			Sat. Amethyst Lyrical	24		18		
Tue. 5:30 Jazz 5	36					Thr. 5:30 Hip Hop 2	32		21			Sat. Sapphire Contem	17			05	16
Tue. 6:00 Lyrical 4	26				10	Thr. 5:30 Child 1				08		Sat. Diamond Lyrical			17	10	19
Tue. 6:15 Ballet Adv B			24	03		Thr. 5:30 Sapphire Jazz	33			16	22	Sat. Diamond Contemp			28	18	12
Tue. 6:15 Tap Adv Int B		21			17	Thr. 6:30 Amethyst Jazz	38		26			Sat. Emerald Lyrical		07			15
Tue. 7:00 Lyrical 3A		16			09	Thr. 6:30 Hip Hop 4				21	29	Sat. Topaz Lyrical	25		09		
Tue. 7:00 Jazz Adv Int B		24			31	Thr. 6:30 Jazz Int. C	04		29			Sat. Rubies Lyrical		06			27
Tue. 7:30 Pointe Adv B			20	01		Thr. 7:30 Tap Int. C	13		33			Sat. Emer./Rub. Contem		11			04
Tue. 8:00 Ballet Adv Int A		04			23	Thr. 7:30 Jazz Adv B			10	13		Sunday Group		14			28

# Complimentary Tickets

This section deals with the number of Complimentary Tickets you are entitled to (usually 4, sometimes more). You may also purchase Extra Tickets in addition to your Complimentary Tickets. Extra Ticket information is included in the next section. On the Ticket Order Form on page 4, you will need to write down the number of Complimentary Tickets you want for each show (usually 4) as well as the number of any additional Extra Tickets you might desire.

Each family that pays a recital fee (\$65) will receive at least 4 Complimentary Tickets for the performances. Complimentary tickets are not given based upon how many children there are in a family. Complimentary tickets are based upon the Recital Fee each family pays. Each family is charged only one recital fee no matter how many children participate, and each family is entitled to only 4 Complimentary Tickets no matter how many children are in the family. Note: Additional Complimentary Tickets are offered in the special circumstances listed below.

## Special Circumstances

Some families have students performing in only one show, and others in two, three or four shows. Families involved in more than one show might have the possibility of obtaining additional Complimentary Tickets. Your family is entitled to Complimentary Tickets as follows (please call us if this is confusing):

- **One Show** - If your family has children involved in only one show, you are entitled to 4 Complimentary Tickets for that show. On the Ticket Order Form (in the Complimentary Ticket Boxes) write down that you would like 1, 2, 3 or 4 Complimentary tickets for the show that your children are participating in. If you would like to purchase tickets in addition to your 4 Complimentary Tickets, write this number in the Extra Ticket box.
- **Two Shows (but can see all numbers in one of the shows)** - If your family has children involved in two shows and you can see all of your children's dance numbers in at least one of the shows, you are still entitled to just 4 Complimentary Tickets. On the Ticket Order Form you must notify us how you want your 4 Complimentary Tickets divided between the two shows you are involved in (e.g. 4-0, 3-1, or 2-2). Example: A family has two children, one child is in a ballet class that is only in the first show, the other child is in a jazz class that is in the first and second shows. This family and their relatives can come to the first show and see both of their children's dances. They will receive a total of 4 Complimentary Tickets (divided between the shows however they wish). If you would like to purchase tickets in addition to your 4 Complimentary Tickets, write this number in the Extra Ticket box.
- **Two Shows (and cannot see all numbers in one of the shows)** - If your family has children involved in two shows, and you cannot see all of your children's numbers in at least one show, you have the option of requesting 2 additional Complimentary Tickets. Example: A family with one child that takes two classes; they have a jazz dance that is only in the first show and a ballet dance that is only in the third show. This family and their relatives cannot come to one show and see both dances; they have to attend a second show. This family may request 2 additional Complimentary Tickets. Note: the purpose of giving additional Complimentary Tickets is not to give a family more tickets to see one show; the purpose is to help offset the added cost a family incurs when relatives have to pay for additional tickets for a second show that they have to attend to see all their numbers. Therefore, no more than 4 Complimentary Tickets may be requested for any one show; if you are entitled to additional Complimentary Tickets, they must be used for a second show. Families attending more than one show need to notify us, on the Ticket Order Form (page 4), how they want their Complimentary Tickets divided between the two shows. (You may divide your tickets as follows: 4-2, 4-1, 3-3, 2-2, etc., but not 6-0, or 5-1.) If you would like to purchase tickets in addition to your Complimentary Tickets, write this number in the Extra Ticket box.
- **Three Shows** - Any family that has students in three shows and is requesting tickets for three shows, may request up to six Complimentary Tickets; however, as noted above, no more than 4 Complimentary Tickets may be requested for any one show. This family needs to notify us how they want their 6 Complimentary Tickets divided between the shows (e.g. 4-1-1, 3-2-1, 2-2-2, etc., but not 6-0-0, or 5-1-0, or 4-2-0). If you would like to purchase tickets in addition to your Complimentary Tickets, write this number in the Extra Ticket box.
- **Four Shows** - Any family that has students in four shows and requests tickets for all four shows, may request up to eight Complimentary Tickets. This family needs to notify us how they want their 8 Complimentary Tickets divided between the shows; however, as noted above, no more than 4 Complimentary Tickets may be requested for any one show. Note: tickets must be requested for all four shows (e.g. 4-2-1-1). We cannot give 8 Complimentary Tickets to someone who requests extra Complimentary Tickets divided (4-3-1-0) because they are not requesting tickets for all four shows. If you would like to purchase for tickets in addition to your Complimentary Tickets, write this number in the Extra Ticket box.
- **Five Shows** - If you need to attend five shows, please contact us.

## Extra Tickets

Please read this section if you would like to obtain tickets in addition to your Complimentary Tickets. Due to the possibility of our shows selling out, we have to initially limit the number of Extra Tickets we can guarantee to each family to one (1) until April 16, 2016. You should, however, order and pay for the exact number of tickets you would like even if it is in excess of the above stated minimum (i.e. if you want 10 Extra Tickets, pay for and write on the Ticket Order Form that you would like 10 additional tickets).

After April 16, 2016, we will count all of the ticket orders. If we have enough seats, we will give everyone the tickets that they ordered. If we sell out and do not have enough seats for everyone, we will do the following:

- Contact everyone to see if everyone still needs all of the tickets they requested.
- Put up a ticket exchange list in the waiting room – often those who ordered tickets find they don't need them all, and we can make them available to others.
- See if people can volunteer for the shows. Volunteers do not sit in the audience and do not need a ticket for the show that they are volunteering for. Note: There are a limited number of volunteer positions.
- If the performance is sold out and tickets are unavailable, you will be refunded.

At that point, if we have tickets left over, they will be put on sale on a first come, first served basis. Tickets will be sold at the door the day of the performance only if available.

## Miscellaneous Information

### General Ticket Policies

- Anyone who is not dancing and is not a volunteer needs a ticket to enter the auditorium for each performance.
- Volunteers do not need a ticket for the show they are volunteering in. They do need a ticket for the other shows.
- Children age 4 and under who will be sitting on a parent's lap do not need tickets.
- Tickets for one show cannot be used for other shows.
- Tickets will be available for pick up at the studio starting May 7, 2016. Tickets not picked up will be held for you at the theater ticket table in the lobby.
- Once purchased, tickets are non-refundable. If you find you have tickets that you do not need, you may place them in an envelope with your name on it and turn them back into the studio. If we can resell the tickets, we will credit your account; however, we cannot guarantee that we can resale them.
- Unless you have made prior arrangements, account balances must be paid in full before tickets can be picked up.

### Volunteers

Parents volunteering for a show do not need a ticket for that show. (They do need tickets for shows they are not volunteering for.) Since we have not yet confirmed our volunteers, please order and pay for tickets as though you are not volunteering. If you do volunteer, we will credit you back for the ticket you bought for yourself. Note: As a way of saying thank you to volunteers, volunteers do not need a ticket to see the show they are volunteering for, their families are allowed to enter the theater early at any of our five shows, and they are given a \$20 rebate for each of the shows for which they volunteer.

### Special Needs

If you have someone who has a special need (i.e. uses a wheel chair, has poor eyesight, etc.), we will do our best to accommodate you. Usually we try to reserve two seats in the auditorium (one for the special needs person and one for a friend) in a location that helps them with their need. Please fill out the Special Needs Form on page 5 and return it to the studio as soon as possible (preferably with your ticket order form).

### If this Ticket Form is not returned to us by 4/16/2016

- Families involved in only one show will have 4 Complimentary Tickets assigned to them.
- Families involved in more than one show will have the Complimentary Tickets they are entitled to divided equally among the shows they are involved with. Note: After April 16, 2016, if we are sold out, it might not be possible to change how the tickets are divided.
- You might not be able to obtain any Extra Tickets if the shows are sold out.

**Please return this Ticket Order Form to the Studio by 4/16/2016**

# Ticket Order Form – Due April 16, 2016

**Do not mail this Order Form to the Studio, please hand it in at the office.**  
**Note: Extra Ticket Orders cannot be processed without payment.**

On the chart below, please let us know the quantity of Complimentary and Extra Tickets you would like to have for each show. If you are not sure how many Complimentary Tickets you are entitled to, please read the Complimentary Ticket section of this letter. If you have any questions, please call us.

	May 20 <sup>th</sup> Fri. 7:00p	May 21 <sup>st</sup> Sat. 3:15p	May 21 <sup>st</sup> Sat. 7:30p	May 22 <sup>nd</sup> Sun. 1:00p	May 22 <sup>nd</sup> Sun. 5:30p	Comment
<b>Complimentary Tickets Requested</b>						<ul style="list-style-type: none"> <li>All families are entitled to 4 Complimentary Tickets.</li> <li>Families involved in more than one show might be entitled to more than 4; please read the section on Complimentary tickets.</li> <li>Families who are entitled to additional Complimentary Tickets <b>may not request any more than 4</b> Complimentary Tickets for any one show.</li> </ul>
<b>Extra Tickets Requested</b>						<ul style="list-style-type: none"> <li>May be purchased at \$15.00 per ticket.</li> <li>There may be a 1 extra ticket limit until April 16th, however, on this form, state and pay for the total number of Extra Tickets you desire even if it is over this limit.</li> </ul>

**Note:** If you plan to volunteer, **please order your tickets as though you are not volunteering.**  
 We will refund your ticket money if you are volunteering.

## Balcony

If we are almost sold out, we would like to know if you would accept a balcony seat. Balcony seats have a good view of the stage; however they are high and not suitable for small children or for persons who have difficulty climbing stairs. We also cannot guarantee that balcony seats will be available. If you have already been to the theater and know that you like these seats, please let us know.

Would you accept Balcony Seats if needed? ..... Please Circle YES NO  
 Would you prefer Balcony Seats if they are available? ..... Please Circle YES NO

## Payment Information

In the table below write the total number of Extra Tickets you would like (do not include your Complimentary Tickets), and multiply by \$15.00. Include payment in full with your order.

Parent's Name _____	Phone # _____
Student's Name _____	Date _____

Num. of Extra Tkts x \$15	Amount Included

Make Checks Payable to: Paul Klocke Dance  
 Credit Cards and Cash Also Accepted

For Office Use					
Check Number	Cash Receipt #	Credit Card Last 4 digits	Billed Fox	Payment Fox	Entered Access



## Recital Special Needs Form

If you have someone who has a special need (i.e. uses a wheel chair, has poor eyesight, etc.), we will do our best to accommodate you. Usually we try to reserve two seats in the auditorium (one for the special needs person and one for a friend) in a location that helps them with their need. Please fill out the form below and return it to the studio, preferably with your ticket order, or as soon as possible. Please also state the total number of people in your party. If we can sit you all together, we will try; but we cannot promise. Please call if you have questions. Thank you.

(Please Print)

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Special Needs Person's Name \_\_\_\_\_

Show Attending \_\_\_\_\_ Total Number of People in your Party \_\_\_\_\_

We sometimes can only reserve 3 or 4 seats together. If we cannot sit your whole party together, how you would like your seats divided? \_\_\_\_\_

Their Special Need (and any comments) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes about Location in Theater you must have (if you know): \_\_\_\_\_

\_\_\_\_\_

### Please Note:

- To guarantee your seats, you must arrive before the show begins.
- If you choose not to sit in the seats we reserved for you, you must notify one of our ushers so we can free the seats we saved.