

**Portsmouth Area Arts Council 2009-10 Reservation Form**  
Please mail reservation form at least 2-4 weeks in advance of performance date.

**STEP ONE:** fill in your name & school/group information

Lead Teacher (first/last): \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I prefer to receive confirmation via:  e-mail  mail  phone

**STEP TWO:** Please place a check mark by your choice of shows and times

Thursday, Oct. 22, 2009: **"Alice in Wonderland"** (preK-5)  10 a.m. OR  12 p.m.

Wednesday, Jan. 20, 2010: **"Harry the Dirty Dog"** (preK-5)  10 a.m. OR  12 p.m.

Wednesday, March 24, 2010: **"The Velveteen Rabbit"** (PreK- 5)  10 a.m. OR  12 p.m.

**OUTREACH PERFORMANCES:**

**"The Russian Duo"** Musicians, available for in-school performances on **Oct. 6 - 7, 2009**

**"Ann Frank"** by Art Reach, available for in-school performances on **Sept. 28 – 29, 2009**

**"Jack Sprat"** by TheatreWorks, available for in-school performances on **Mar 8-10, 2010**

**STEP THREE:** Fill in the number attending, amount and any special needs students.

Number Attending: Students: \_\_\_\_\_ + Adults: \_\_\_\_\_ = Total attending: \_\_\_\_\_

Number of free adult chaperones attending (one free for every 20 students): \_\_\_\_\_ - \_\_\_\_\_

Total paying attendees: \_\_\_\_\_

Total paying attendees: \_\_\_\_\_ X \$3.00 = \$ \_\_\_\_\_ (TOTAL ENCLOSED)

Check included  Purchase order number: \_\_\_\_\_

Payment will arrive 7-14 days prior to the performance

Please Note: Payment will not accepted on day of performance.

Number of disabled students needing special services:

wheelchair  hearing impaired  sight impaired  other: \_\_\_\_\_

**STEP FOUR:** Have principal sign and mail or fax reservation to PAAC

\_\_\_\_\_  
Principal's Name (please print) e-mail address: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature Date: \_\_\_\_\_

**IMPORTANT: Payment or Purchase order number must arrive within one week of order. Your seats will not be reserved until payment or purchase order number is received.**

**Mail to:** PAAC, P.O. BOX 1258, Portsmouth, OH 45662 **Or Fax:** attn: Becky Lovins, (740) 351-3414

**Contact the PAAC Office at:** (740) 351-3642, or by e-mail: [paac@shawnee.edu](mailto:paac@shawnee.edu)