

How to Register for Performances for School Groups and Professional Development Opportunities for Teachers

Registration Instructions

Fill out registration form completely, providing all contact information. Incomplete registration forms without payment information will be returned. All requests are processed in the order in which they are received. The Kennedy Center cannot be held responsible for illegible faxes, registrations that are detained, or correspondence lost in the mail.

Registration forms are accepted by mail or fax:

Mail to: Teacher/School Registration
Education Department
P.O. Box 101510
Arlington, VA 22210
*Registrations by mail must include a **check, credit card information, money order, or purchase order.***

Fax to: (202) 416-8802
*Registrations by fax must include a **credit card or purchase order.***

Registrations will **NOT be accepted by telephone.*

Payment Instructions

Full payment is required at the time of registration for all Performances for School Groups and Professional Development Opportunities for Teachers.

For school performances from January through May 2008 only: a minimum deposit of 50% must be submitted. Acceptable forms of payment include check (school or personal), money order, Visa, American Express, Diners Club, or MasterCard.

Please note: If the preferred payment options are not immediately available, a school requisition or purchase order may be submitted. A purchase order is a legally binding document. Upon receipt of a purchase order, the Kennedy Center will issue an invoice to the contact person. Please remit payment with a copy of the invoice. Registrations not paid on time may be canceled. If you or your school has a previous unpaid balance, new registrations will not be accepted until the balance is paid in full.

ALL BALANCES MUST BE PAID IN FULL AND RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE DATE OF THE EVENT.

Confirmation of Registration

A confirmation letter will be sent to the contact person listed on the registration form. Cashing of checks or charging of credit cards is not a guarantee of acceptance. All invoices, confirmation letters, and Cuesheets will be mailed to the contact person who is responsible for forwarding invoices to school finance offices and distributing information to other teachers and chaperones in the group.

Cancellation Policy

In the event schools/teachers must cancel the registration or reduce the group size, teachers may request in writing a full or partial refund, **no later than three weeks** (15 working days) prior to the confirmed date. If a written cancellation request is not received, you will be held responsible for full payment, even if the seats go unused on the day of the event. Please allow at least three (3) weeks for refunds to be processed. If there is a reduction in seats or cancellation **within three weeks**, we will attempt to re-sell the seat(s) and refund the amount we are able to re-sell. However, we are unable to make any guarantees, and can only offer a refund for the number of seats sold. You will be held responsible for the cost of any remaining seats.

Inclement Weather

In the event of a canceled performance due to inclement weather, the Kennedy Center will leave a voicemail recording on the education registration line, (202) 416-8835. If the performance has not been canceled and your school is closed or delayed, please notify the Kennedy Center at (202) 416-8835 as soon as possible. A voicemail message will also be available for cancelled teacher workshops at (202) 416-8842. Please notify us in writing if your school has been closed or delayed due to inclement weather and a full refund or exchange of seats will be issued. Full refunds will be given if the Kennedy Center cancels the school performance or workshop.

How to Register, continued

Waitlist

If the event or workshop requested is sold out, your registration will automatically be placed on a waitlist. If seats become available for that event, groups or individuals on the waitlist will be called in the order in which registrations were received. At that time written confirmation is required to reserve seats. Once confirmed, you are responsible for full payment, even if seat(s) go unused on the day of the event.

School Group Policy

Our goal is to increase the number of school-age children attending the performances, representing groups from as many different areas as possible in the counties we serve.

- Only school groups of **ten (10)** or more persons are eligible to register for Performances for School Groups.
- A maximum of two adults for a group of ten (two adults + eight students = a group of ten) and a minimum of one adult for a group of 20 is required. *Note: Special exception to this policy must be requested in writing at the time of registration. Please indicate student to adult ratio. Failure to request this exception in writing may result in non-admittance to the theater for the additional adults in your group.*
- Each group may request a maximum of eight performances per academic year.
- Children under the age of **three** will not be admitted to the theater.

Anyone unable to meet the above requirements is encouraged to attend performances through Performances for Young Audiences offered on Friday evenings and weekends. Please call (202) 416-8830 to receive a brochure or (202) 467-4600 to purchase tickets.

High-Capacity Days for School Performances

Specific dates throughout the school group performance calendar have been designated as high-capacity days (days with increased volume of buses due to large theater audiences). On these days buses will be given detailed directions by Kennedy Center Security. In an effort to expedite your return to school, there will be **no tours** or **lunch accommodations** available to school groups on these days. High capacity days for the 2007-2008 season are: November 13, December 10, February 21, and April 17, 18, & 21.

Teachers K-12

SAVE 15%

Kennedy Center Teacher Discount

Full-time teachers can receive a 15% discount on tickets for qualifying public performances at the Kennedy Center. This offer is good for only one ticket per each qualifying public performance at the Kennedy Center. For questions regarding specific qualifying events, please visit the Kennedy Center Box Office or call (202) 467-4600.



Checklist for Registration

Have You:

- included all pages** of the registration form?
- completed** all areas in the **Patron Information** section of the registration form?
- completed** all areas in the **Payment Information** section of the registration form?
- indicated any **accessibility requirements** your group may have?
- included full payment** or a copy of the purchase order with your registration?
- addressed envelope** to the address indicated on the front of the registration form?

Performances for School Groups 2007-2008 **Registration Form**

Registrations accepted by mail or fax only.

PATRON INFORMATION (Please Print)

SCHOOL NAME _____

TEACHER/CONTACT (ONE NAME ONLY, PLEASE) _____

SCHOOL ADDRESS _____

CITY _____ STATE _____ ZIP _____

() () ()
SCHOOL PHONE HOME PHONE FAX

E-MAIL _____

GRADE LEVEL(S) SUBJECT(S) _____

SCHOOL DISTRICT/COUNTY _____

School Type: Public Private/Parochial Home School

Accessibility Accommodations: Yes (please complete box at right) No

How will you be traveling to the Kennedy Center? If applicable, please indicate how many vehicles per method of transportation.

___ Bus ___ Car ___ Metro ___ Oversized Vehicle

PLEASE SEND THE ENTIRE FORM AND PAYMENT TO:

Teacher/School Registration
Education Department
P.O. Box 101510
Arlington, VA 22210
 or **FAX to (202) 416-8802** (credit cards and purchase orders only)

INCLEMENT WEATHER

Please list the school district/county inclement weather policy your school follows. Mark "own" if school follows an individual policy.

Own

ACCESSIBILITY

If you or your students require any accessibility accommodations, please indicate below. We require at least three weeks advance notice to provide these services.

Number of students/adults requiring: _____ **Date(s):** _____
 ___ Wheelchair accessible seating

Number of students/adults requiring: _____ **Date(s):** _____
 ___ Easy Access Seating (no stairs) _____
 ___ Assistive Listening Device _____
 ___ Cued Speech/Sign Language Interpretation _____
 ___ Audio Description _____
 ___ Braille Cuesheets _____
 ___ Large Print Cuesheets _____
 ___ Other (please specify) _____

PAYMENT INFORMATION (Payment must accompany registration; registrations without payment will be returned.)

Please make all checks, money orders, and purchase orders payable to The Kennedy Center.

Enclosed: Check # _____ or Money Order # _____ or Purchase Order # _____ in the amount of: \$ _____
(A copy of the purchase order MUST be included with the registration)

Please Charge my: Visa Master Card American Express Diners Club account in the amount of: \$ _____

Account # _____ Exp. Date _____ Cardholder Signature _____ **Grand Total:** \$ _____

Printed Name of Cardholder _____ **Amount Paid:** \$ _____

exactly as it appears on the credit card

Amount Due (if applicable): \$ _____

FOR OFFICE USE ONLY

Patron ID: _____

Date Received: _____

Date Order Filled: _____

Flags

Accessibility Note

Yes No

Docent

Amount Paid: \$ _____

Balance Due: \$ _____

Refund Due: \$ _____

Confirmation sent: _____

Operator: _____

Order: _____

Performances for School Groups 2007-2008 Registration Form

Performances are
\$5 unless otherwise
indicated.

For full instructions and checklist for registration, see the “How to Register” section on page 19.

- School groups of ten or more persons are eligible to register for Performances for School Groups. A maximum of two adults per group of ten and a minimum of one adult per group of twenty is required. Groups may request a maximum of eight performances per academic year. Children under the age of three will not be admitted into the theater.
- Please indicate first, second, and third choices of date and time by placing a 1, 2, 3, etc. beside the performance you wish to attend. If there are additional dates when your group is able to attend, please note as many as possible. Indicate the total number of students and adults (please include teachers and chaperones) next to the event title. Every person, regardless of age, must purchase a seat in advance.

VSA Arts Playwright Discovery Award

(p. 7) # of seats _____

Family Theater: Grades 7–12

____ Thursday, September 27 11:30 a.m.

FREE, but reservations are required

Nobody’s Perfect (p. 5) # of seats _____

Family Theater: Grades 3–7

____ Wednesday, October 17 11:30 a.m.

____ Thursday, October 18 11:30 a.m.

____ Friday, October 19 11:30 a.m.

____ Tuesday, October 23 10:15 a.m.

____ Tuesday, October 23 12:30 p.m.

____ Wednesday, October 24 10:15 a.m.

____ Wednesday, October 24 12:30 p.m.

____ Thursday, October 25 10:15 a.m.

____ Thursday, October 25 12:30 p.m.

____ Friday, October 26 11:30 a.m.

____ Tuesday, October 30 10:15 a.m.

____ Tuesday, October 30 12:30 p.m.

____ Wednesday, October 31 10:15 a.m.

____ Wednesday, October 31 12:30 p.m.

____ Thursday, November 1 10:15 a.m.

____ Thursday, November 1 12:30 p.m.

____ Friday, November 2 11:30 a.m.

Washington National Opera

Opera Look-In: Don Giovanni (p. 13) # of seats _____

Opera House: Grades 3–6

____ Tuesday, November 13* 10:30 a.m.

____ Tuesday, November 13* 12:30 p.m.

The Phantom Tollbooth (p. 6) # of seats _____

Family Theater: Grades 4–8

____ Thursday, November 15 11:30 a.m.

____ Friday, November 16 11:30 a.m.

____ Monday, November 19 10:15 a.m.

____ Monday, November 19 12:30 p.m.

____ Tuesday, November 20 10:15 a.m.

____ Tuesday, November 20 12:30 p.m.

____ Tuesday, November 27 10:15 a.m.

____ Tuesday, November 27 12:30 p.m.

____ Wednesday, November 28 10:15 a.m.

____ Wednesday, November 28 12:30 p.m.

____ Thursday, November 29 10:15 a.m.

____ Thursday, November 29 12:30 p.m.

____ Friday, November 30 11:30 a.m.

____ Monday, December 3 10:15 a.m.

____ Monday, December 3 12:30 p.m.

____ Tuesday, December 4 10:15 a.m.

____ Tuesday, December 4 12:30 p.m.

____ Friday, December 7 12:00 p.m.

____ Tuesday, December 11 10:15 a.m.

____ Tuesday, December 11 12:30 p.m.

____ Wednesday, December 12 10:15 a.m.

____ Wednesday, December 12 12:30 p.m.

____ Thursday, December 13 10:15 a.m.

____ Thursday, December 13 12:30 p.m.

____ Friday, December 14 11:30 a.m.

____ Monday, December 17 10:15 a.m.

____ Monday, December 17 12:30 p.m.

The Suzanne Farrell Ballet:

Working Rehearsal (p. 12) # of seats _____

Opera House: Grades 9–12

____ Tuesday, November 20 1:30 p.m.

____ # of audio headsets

Happy Days: Discussion (p. 27) # of seats _____

Theater Lab: Grades 9–12

____ Tuesday, November 27 12 p.m.

NSO Young People’s Concert:

The Sounds of Time (p. 9) # of seats _____

Concert Hall: Grades 3–6

____ Monday, December 10* 10:15 a.m.

____ Monday, December 10* 11:45 a.m.

____ Thursday, April 17* 10:15 a.m.

____ Friday, April 18* 10:30 a.m.

____ Monday, April 21* 10:30 a.m.

*High capacity days: see page 20

American Ballet Theatre:

Working Rehearsal (p. 12) # of seats ____
Opera House: Grades 9–12
____ Tuesday, December 18 1:30 p.m.

NSO Ensemble: Connections: More Math and Music

(p. 9) # of seats ____
Family Theater: Grades 5–9
____ Thursday, January 3 10:15 a.m.
____ Thursday, January 3 12:30 p.m.
____ Friday, January 4 10:15 a.m.
____ Friday, January 4 12:30 p.m.
____ Monday, January 7 10:15 a.m.
____ Monday, January 7 12:30 p.m.

NSO Kinderkonzert: Strings and Stories!

(p. 8) # of seats ____
Family Theater: Grades Pre K–2
____ Wednesday, January 9 10:15 a.m.
____ Wednesday, January 9 12:30 p.m.
____ Thursday, January 10 10:15 a.m.
____ Thursday, January 10 12:30 p.m.
____ Friday, January 11 10:15 a.m.
____ Friday, January 11 12:30 p.m.

My Fair Lady: Backstage Tour

(p. 27) # of seats ____
Opera House: Grades 9–12
____ Monday, January 14 4 p.m.

Pacifico Dance Company (p. 11) . . . # of seats ____

Family Theater: Grades 2–6
____ Tuesday, January 15 10:15 a.m.
____ Tuesday, January 15 12:30 p.m.
____ Wednesday, January 16 10:15 a.m.
____ Wednesday, January 16 12:30 p.m.
____ Thursday, January 17 10:15 a.m.
____ Thursday, January 17 12:30 p.m.

Step Afrika! (p. 12) # of seats ____

Family Theater: Grades 2–6
____ Tuesday, January 22 10:15 a.m.
____ Tuesday, January 22 12:30 p.m.
____ Wednesday, January 23 10:15 a.m.
____ Wednesday, January 23 12:30 p.m.
____ Thursday, January 24 10:15 a.m.
____ Thursday, January 24 12:30 p.m.

Manga: Lecture/Demonstration

(p. 4) # of seats ____
South Gallery: Grades 6-12
____ Wednesday, February 6 . . .10 a.m. (Grades 6–8)
____ Wednesday, February 6 . .11 a.m. (Grades 9–12)
____ Thursday, February 7 . . . 10 a.m. (Grades 6–8)
____ Thursday, February 7 . . .11 a.m. (Grades 9–12)
____ Friday, February 8 10 a.m. (Grades 6–8)
____ Friday, February 8 11 a.m. (Grades 9–12)
____ Monday, February 1110 a.m. (Grades 6–8)
____ Monday, February 1111 a.m. (Grades 9–12)
____ Tuesday, February 12 . . . 10 a.m. (Grades 6–8)
____ Tuesday, February 12 . . .11 a.m. (Grades 9–12)
____ Wednesday, February 13 . .10 a.m. (Grades 6–8)
____ Wednesday, February 13 . .11 a.m. (Grades 9–12)
____ Thursday, February 14 . . .10 a.m. (Grades 6–8)
____ Thursday, February 14 . . .11 a.m. (Grades 9–12)
____ Friday, February 15 10 a.m. (Grades 6–8)
____ Friday, February 1511 a.m. (Grades 9–12)

Robotopia Rising: Lecture/Demonstration

(p. 4) # of seats ____
South Gallery: Grades 9–12 (for robotic students)
____ Wednesday, February 6 10 a.m.
____ Thursday, February 7 10 a.m.
____ Monday, February 11 10 a.m.
____ Tuesday, February 12 10 a.m.
____ Wednesday, February 13 10 a.m.

Up in the Air: The Story of Boonah, the Tree-Climbing Frog (p. 3) # of seats ____

Family Theater: Grades 7–9
____ Thursday, February 711 a.m.
____ Friday, February 811 a.m.

Marionette Theatre Youkiza:

Performance/Demonstration (p. 3) # of seats ____
Millennium Stage: Grades 3–6
____ Friday, February 811:30 a.m.
FREE, but reservations are required

Laptop Orchestra:

Performance/Demonstration (p. 4) # of seats ____
Theater Lab: Grades 8–12
____ Tuesday, February 1211 a.m.

Maywa Denki:

Performance/Demonstration (p. 4) # of seats ____
Millennium Stage South: Grades 9–12
____ Wednesday, February 1311 a.m.
FREE, but reservations are required

Hip Hop Workshop (p. 30) # of seats ____

Rehearsal Room: Grades 9–12 (for dance students)
____ Wednesday, February 133 p.m.
FEE: \$5 each (students, teachers, and chaperones)

The Mansaku No-Kai Kyogen Company:

Performance/Demonstration (p. 3) # of seats ____
Terrace Theater: Grade 6
____ Thursday, February 1411 a.m.

Alvin Ailey® American Dance Theater:

Mini-Performance (p. 12) # of seats ____
Opera House: Grades 5–8
____ Thursday, February 21 *11 a.m.

Performances
for School
Groups
2007-2008
Registration
Form

Performances are
\$5 unless otherwise
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*High capacity days: see page 20

Performances for School Groups 2007-2008 Registration Form

Performances are
\$5 unless otherwise
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NSO Kinderkonzert:

Magical Mozart (p. 8) # of seats _____
Theater Lab: Grades Pre K-2
____ Monday, February 25 10:15 a.m.
____ Monday, February 25 12:30 p.m.
____ Tuesday, February 26 10:15 a.m.
____ Tuesday, February 26 12:30 p.m.
____ Monday, April 28 10:15 a.m.
____ Monday, April 28 12:30 p.m.

Terell Stafford Quintet:

Performance/Demonstration (p. 10) # of seats _____
Terrace Gallery: Grades 7-12
____ Thursday, March 6 10:30 a.m.
____ Thursday, March 6 12:15 p.m.

Chasing George Washington:

A White House Adventure (p. 6) . . . # of seats _____
Family Theater: Grades 3-7
____ Thursday, March 6 11:30 a.m.
____ Friday, March 7 11:30 a.m.
____ Wednesday, March 12 10:15 a.m.
____ Wednesday, March 12 12:30 p.m.
____ Thursday, March 13 10:15 a.m.
____ Thursday, March 13 12:30 p.m.
____ Friday, March 14 10:15 a.m.
____ Friday, March 14 12:30 p.m.
____ Monday, March 17 10:15 a.m.
____ Monday, March 17 12:30 p.m.
____ Tuesday, March 18 10:15 a.m.
____ Tuesday, March 18 12:30 p.m.
____ Wednesday, March 19 10:15 a.m.
____ Wednesday, March 19 12:30 p.m.
____ Thursday, March 20 10:15 a.m.
____ Thursday, March 20 12:30 p.m.

August Wilson's Voices of the 20th Century:

Discussion (p. 27) # of seats _____
Terrace Theater – 1 hour
____ Monday, March 10 7:30 p.m.
____ Monday, March 17 7:30 p.m.
____ Monday, March 24 7:30 p.m.
\$20 each event /\$54 for the entire series

Washington National Opera Student Dress

Rehearsal: Rigoletto (p. 14) # of seats _____
Opera House: Grades 7-12
____ Thursday, March 27 7 p.m.
\$10 per person

Betty Carter's Jazz Ahead (p. 10) . . # of seats _____

Millennium Stage: Grades 6-8
____ Friday, March 28 10:30 a.m.
FREE, but reservations are required

Kite on the Wind: A Tale of Pakistan

(p. 7) # of seats _____
Family Theater: Grades 4-8
____ Wednesday, April 2 11:30 a.m.
____ Thursday, April 3 11:30 a.m.
____ Friday, April 4 11:30 a.m.
____ Tuesday, April 8 10:15 a.m.
____ Tuesday, April 8 12:30 p.m.
____ Wednesday, April 9 10:15 a.m.
____ Wednesday, April 9 12:30 p.m.
____ Thursday, April 10 10:15 a.m.
____ Thursday, April 10 12:30 p.m.
____ Friday, April 11 11:30 a.m.

NSO Open Rehearsal with Question

and Answer Session (p. 9) # of seats _____
Concert Hall: Grades 9-12
____ Thursday, April 3 10 a.m.
FREE, but reservations are required

Washington National Opera

Student Dress Rehearsal: Tamerlano
(p. 14) # of seats _____
Opera House: Grades 7-12
____ Monday, April 28 11:30 a.m.
\$10 per person

Washington National Opera

Student Dress Rehearsal: Elektra
(p. 14) # of seats _____
Opera House: Grades 7-12
____ Wednesday, May 7 7 p.m.
\$10 per person

Jazz Reach: She Said/She Says:

Performance/Demonstration
(p. 10) # of seats _____
Family Theater: Grades 7-12
____ Friday, May 16 11 a.m.