

# 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?

# Professional Development 2007-2008 Registration Form

Please register one teacher per registration form—duplicate form as necessary. Registrations are accepted by mail or fax.

## 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) TAUGHT SUBJECT(S) TAUGHT

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.  Oversized Vehicle  Car  Metro

## 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 require any accessibility accommodations, please indicate below. We require at least **three weeks advance notice** to provide these services.

**Number of adults requiring:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_  
 Wheelchair accessible seating

**Number of adults requiring:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_  
 Easy Access Seating (no stairs) \_\_\_\_\_  
 Assistive Listening Device \_\_\_\_\_  
 Cued Speech/Sign Language Interpretation \_\_\_\_\_  
 Audio Description (please indicate date) \_\_\_\_\_  
 Braille Materials \_\_\_\_\_  
 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: \_\_\_\_\_

# Professional Development Opportunities for Teachers 2007-2008 Registration Form

Please register one teacher only per registration form — duplicate the form as necessary. Place an “X” in the box next to the event(s) for which you are registering. In order to increase our ability to accommodate you, indicate alternate workshop choices with 1, 2, 3, etc. in order of preference.

## SEPTEMBER

**Broadway—Up Close and Personal: Celebrating Jerry Herman** (p. 38) . . . . . Fee: \$18  
 Thursday, September 20, 6-7:30 p.m.

## OCTOBER

**Dance: Pathways to Integration** (p. 33) . . . Fee: \$40  
 Please choose one of two concurrent workshops:

**Moving Ideas: Integrating Dance and Science**  
 Saturday, October 13, 9:30 a.m.–2:30 p.m.

**Moving Ideas: Evoking the Language of Dance**  
 Saturday, October 13, 9:30 a.m.–2:30 p.m.

**Test Prep through Drama** (p. 34) . . . . . Fee: \$65  
 Mondays, October 15, December 3, and Thursday, January 10; 4:30–7:30 p.m.

**Directing Student Actors: Blocking Stage Movement** (p. 35) . . . . . Fee: \$20  
 Monday, October 29, 4:30–7:30 p.m.

**Art as Catalyst for Writing Poetry** (p. 33) . . . Fee: \$80  
 Tuesdays, October 30 and November 13; Wednesday, January 9, and Monday, March 10; 4:30–7:30 p.m.

## NOVEMBER

**Dramatizing the Content: Curriculum-Based Readers Theatre** (p. 35) . . . . . Fee: \$90  
 Thursdays, November 1 and December 13; Monday, January 14; and Wednesday, April 2; 4:30–7:30 p.m.

**Documenting the Power of Learning through the Arts** (p. 35) . . . . . Fee: \$20  
 Thursday, November 8, 4:30–7:30 p.m.

**Exploring Ballet with Suzanne Farrell FOR ADULTS!** (p. 38) . . . . . Fee: \$35  
 Sunday, November 18, 1-2:30 p.m.

## JANUARY

**Focusing on the Music in Musical Theater** (p. 34) . . . . . Fee: \$20  
 Thursday, January 3, 4:30–7:30 p.m.

**Exploring World Cultures Through Music and More: India, Senegambia, and Brazil** (p. 33) . . . . . Fee: \$45  
 Tuesday, January 22, 4:30–7:30 p.m.

**A Powerful Connection: Poetry and Music** (p. 34) . . . . . Fee: \$20  
 Wednesday, January 23, 4:30–7:30 p.m.

## FEBRUARY

**Urban Bush Women and Compagnie Jant-Bi Master Class** (p. 38) . . . . . Fee: \$13  
 Saturday, February 2, TIME TBA

## MARCH

**The Teacher as Storyteller: Building Story Comprehension in Beginning Readers** (p. 32) . . . . . Fee: \$20  
 Tuesday, March 4, 4:30–7:30 p.m.

**Exploring World Cultures Through Music and More: Ghana, Zimbabwe, and Cuba** (p. 33) . . . . . Fee: \$45  
 Wednesday, March 5, 4:30–7:30 p.m.

**Early Childhood: Learning About Other Cultures** (p. 33) . . . . . Fee: \$30  
 Thursday, March 6, 4:30–7:30 p.m.

**Math + Dance: Exploring Sequence and Combinations** (p. 34) . . . . . Fee: \$20  
 Thursday, March 13, 4:30–7:30 p.m.

## APRIL

**Early Childhood: Integrating Creative Movement with Math and Science Curricula** (p. 32) . . . Fee: \$20  
 Thursday, April 3, 4:30–7:30 p.m.

**The Power of Chant: Building Oral Fluency and Reading Comprehension** (p. 32) . . . . . Fee: \$20  
 Tuesday, April 8, 4:30–7:30 p.m.

**In the Forest of Fontainebleau: Painters and Photographers from Corot to Monet** (p. 36) Fee: \$20  
 Wednesday, April 9, 4:30–7:30 p.m.  
 (at the National Gallery of Art, East Building)

**See What It Means: Using Drama to Enhance Student Comprehension** (p. 35) . . . . . Fee: \$20  
 Thursday, April 10, 4:30–7:30 p.m.

**Black Grace Master Class** (p. 38) . . . . . Fee: \$13  
 Saturday, April 26, 11 a.m.–12:30 p.m.

## MAY

**Broadway Up Close and Personal with Charles Strouse** (p. 38) . . . . . Fee: \$18  
 Wednesday, May 14, 6-7:30 p.m.

**Jazz Reach: She Said/She Says** (p. 38) . . . Fee: \$13  
 Saturday, May 17, 4-5:30 p.m.

## JUNE

**Double Edge Theatre Workshop** (p. 38) . . . Fee: \$18  
 Sunday, June 22, 1-3 p.m.

### Opera in Action: Creative Continuing Education for Educators

#### Dates:

Session I: Monday, September 10, 4:30–8 p.m.  
 Session II: Wednesday, September 26, 4:30–8 p.m.  
 Sessions III & IV: Saturday, October 27, 9 a.m.–3 p.m.  
 Session V: Thursday, January 24, 4:30–8 p.m.

**Location:** Washington National Opera Studio, 6925 Willow Street, NW, 3rd Floor, Washington, DC, 20012

**Fee:** \$150 (Includes resource materials and dinner at each session; group discount available for three or more teachers attending from one school. Need-based scholarships are available.) Graduate credit is available for an additional fee.

**Registration:** Please contact the Washington National Opera Education Department at (202) 448-3465 or e-mail at education@dc-opera.org.