



2024-2025 SCHOOL PERFORMANCE REGISTRATION FORM

School Name _____

Grade Levels _____ Phone _____ Fax _____

Address _____

City _____ State _____ Zip _____

Primary Contact Name _____ Email _____

CHECK THE PERFORMANCE YOU WISH TO REGISTER FOR AND INCLUDE THE HEADCOUNT FOR EACH SHOW. MARK YOUR PREFERRED SHOWTIME IF MULTIPLE TIMES ARE AVAILABLE. PLEASE NOTE THAT YOU ARE HELD ACCOUNTABLE FOR THE NUMBER OF SEATS RESERVED ON THIS FORM REGARDLESS OF ABSENCES ON THE DAY OF THE PERFORMANCE - PLEASE PLAN ACCORDINGLY. YOU MUST NOTE EVERYONE ATTENDING – INCLUDING CHAPERONES. YOUR SEATS ARE RESERVED BY THIS NUMBER. PLEASE NOTE ANY ACCESSIBILITY ACCOMODATIONS YOU REQUIRE. PAYMENT IN FULL MUST BE RECEIVED ACCORDING TO THE TERMS AND CONDITIONS.

Cat Kid Comic Club: The Musical – January 30, 2025 — Grades PK-6 9:30AM 12:00PM

Number of Students Attending		X \$8.00 per student =	\$
Instructors / Chaperones		1 per 12 students =	No Charge
Additional Chaperones		X \$12.00 per chaperone=	\$
Total Number Attending		Total Amount Due	\$
Number of Accessible Seats Needed <small>(this number is included in total above)</small>			

Don't Let the Pigeon Drive The Bus: The Musical – March 31, 2025 - Grades PK-3 9:30AM 12:00PM

Number of Students Attending		X \$8.00 per student =	\$
Instructors / Chaperones		1 per 12 students =	No Charge
Additional Chaperones		X \$12.00 per chaperone=	\$
Total Number Attending		Total Amount Due	\$
Number of Accessible Seats Needed <small>(this number is included in total above)</small>			

PLEASE SEE OTHER SIDE FOR SCHOOL PERFORMANCE POLICIES – REGISTRATION IS NOT COMPLETE UNTIL POLICIES HAVE BEEN SIGNED BY PRINCIPAL, SCHOOL OFFICIAL, AND RETURNED WITH REGISTRATION FORM

Return forms via fax to 304-431-5460, email to leslie@cmcwv.org, mail to CMC, 2 Stafford Commons, Princeton, WV 24740 or bring to the CMC box office.

TERMS AND CONDITIONS FOR SCHOOL PERFORMANCES

- Seats are reserved based on completed registration. Once registration is received, schools are responsible for the number of tickets they have reserved. No exceptions.
- CMC accepts CASH, VISA, MASTERCARD, CHECK or APPROVED PURCHASE ORDERS.
- Payment in full is required at least 24 hours before the scheduled performance.
- Invoices will be sent 4 weeks prior to performance date via email, fax, or mail.
 - The number of registrants at the time of registration is the number of tickets that the school will be held responsible for.
 - If registration is made within 4 weeks of the performance date, an invoice will be sent out immediately and the number of registrants at the time of invoice will be the number of tickets that the school will be held responsible for.
 - If additional tickets are required after invoice, contact the CMC Box Office Manager to make requests. Requests will be granted based upon availability. Additional tickets will be added to the previous invoice and payment in full will be required at least 24 hours before the scheduled performance.
- Most of CMC's School-Only performances sell out and interested schools are turned away. Tickets to all CMC shows are non-refundable and non-exchangeable. Please be aware that if the headcount on show day differs from the amount on the invoice, the school is still responsible for any unused tickets and there may be no additional tickets available.
- School Performances are intended for students, teachers, and other official representatives of the schools. For these performances, CMC provides one complimentary ticket for every twelve students to allow for proper supervision of the students in attendance.
- CMC recognizes and embraces the importance of parental involvement in their children's educational experiences. However, our mission is to include as many students in these events as we possibly can. Therefore, admission for parents/family members/friends to our exclusive, schools-only performances is not guaranteed.
 - Parents and other general public wishing to join their children for any school only performance are not eligible to purchase tickets until 5 business days before the scheduled show date, provided the performance is not sold out. Individuals purchasing tickets within 24 hours of the scheduled show time must wait until all students and teachers are seated before they may enter the theatre. At this point, sitting with any particular group is not guaranteed and is highly unlikely.

By signing this document, I affirm that, on behalf of the school listed below, I have read and accept the terms and conditions of attending a school performance at Chuck Mathena Center.

Printed Name _____ Date _____

Signature _____ Date _____

Title _____

School _____

Principal's Signature _____