Purdue Convocations
Curricular Connections: P-12
Policies and Procedures

STUDENT MATINEES

ACCESSIBILITY: Please advise us of any special needs your group may have by marking the registration form or emailing Kathy Bruni at kbruni@purdue.edu. American Sign Language interpretative services can be arranged with a 60-day notice, based on availability of a suitable provider.

ARRIVAL/PARKING: Plan to arrive at the venue 30 minutes before the show begins. If you encounter an unforeseen delay and realize you will be late, please call Kathy Bruni at 765-426-1223 immediately. Parking for most student matinees will be just to the north and west of Stewart Center on the Purdue University campus. Bus parking will be directed by Purdue Police and Convocations staff members. Specific parking information will be emailed or faxed to you several weeks prior to an event. Bus parking instructions must be followed exactly to accommodate all schools.

BUS DRIVERS: Bus drivers may attend Purdue Convocations student matinees at no charge, provided they are back on their buses immediately following a performance. Drivers should provide teachers with a cell phone/contact number where they may be reached during a performance, in the event a bus may need to be moved prior to dismissal.

CHAPERONES: Purdue Convocations student matinees are made available to schools to enhance learning in the classroom and assist teachers with curricular connections. Due to limited seating in our venues, and to maximize the number of students able to attend our programs, we have a strict chaperone policy. Two adults per classroom (teachers, aides, and paraprofessionals) may attend free of charge. Two additional adult seats per classroom may be purchased (at the adult price and with approval by Purdue Convocations) to meet the chaperone requirements for your school. To obtain approval for additional adult seats, or if you have special circumstances within your classroom that require additional paraprofessionals, aides, etc., please contact Kathy Bruni at kbruni@purdue.edu. For student safety, ALL adults attending our student matinees as chaperones MUST ARRIVE with their school group.

HOME SCHOOL POLICIES/PRICING: We encourage home school families to attend our student matinees through larger home school organizations with a single contact person, allowing for easier seating and communication. If this is not an option for your home school, please contact Kathy Bruni at kbruni@purdue.edu. There are no complimentary seats for home school groups; however, home school families may purchase up to two adult seats at the student price. All children attending matinee programs, regardless of age, must pay for admission.

PAYMENT: An Invoice/Confirmation Form will be emailed to the contact person following receipt of your registration. Final seat count and payment for student matinees are due four weeks before an event. Payment must be made by check; no cash or credit cards will be accepted. Please make a copy of the Invoice/Confirmation Form and return it with your final seat count and payment to the following:

Purdue Convocations
ATTN: Curricular Connections: P-12
ENAD 112
400 Centennial Mall Drive
West Lafayette, IN 47907-2016

It is the responsibility of the school to pay in a timely manner; no other invoice will be sent. Purdue Convocations cannot be held responsible for lost or misdirected emails/mail.

SEATING: All seating is pre-arranged and ushers will direct teachers/students to their assigned seats at the venue. Seating assignments are based on the number of students, special needs, and monetary payment, not on the date a registration is received. To accommodate all patrons, we reserve the right to determine seating arrangements.

SEATING ADJUSTMENTS AND CANCELLATION POLICY: Seating adjustments and cancellations must be made by emailing Kathy Bruni at kbruni@purdue.edu.

*INCREASE: if you need to increase your seat count before payment is due, email your request as soon as possible.

*LAST MINUTE INCREASE: if you need to increase your seat count after payment is made, email your request and we will try to accommodate; however, we cannot guarantee the entire group will be seated together.

*DECREASE: if you need to decrease your seat count, you must do so before payment is made (four weeks before the event). Once we receive payment for a final number of seats, a refund cannot be issued, except under special cancellation situations (see below).

*CANCELLATIONS: if you need to cancel your registration, you must do so at least four weeks before an event. Once we receive payment for an event, refunds cannot be issued, except under special cancellation situations. Special Cancellation Policy: In the case of school delays/closings due to inclement weather or other special circumstances, we may attempt to adjust a performance time or offer to transfer your payment to another performance. For the safety of your students, if there are no other options, Purdue Convocations may choose to offer your class/group a refund.

STUDY GUIDES/FIELD TRIP NOTES: Study Guides and Field Trip Notes will be accessible to educators online as soon as they become available. Check our website for information: www.convocations.org and click on “Education”

WAITING LIST: If you register for a performance that is currently sold out, you will be notified that your group has been placed on a waiting list. If seating becomes available, groups on the waiting list will be contacted in the order in which their registrations were received.

ARTIST RESIDENCIES

PAYMENT: An Invoice/Confirmation Form will be emailed to the contact person following receipt of your registration. Payment for residencies is due four weeks before an event. Payment must be made by check; no cash or credit cards will be accepted. Please make a copy of the Invoice/Confirmation Form and return it with your payment to the following:

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ENAD 112
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TECHNICAL/VENUE REQUIREMENTS: When choosing a residency for your school, please make note of any special technical/venue requirements prior to making your reservations. Purdue Convocations will contact you approximately four weeks before an event to discuss any technical or venue concerns, and to plan the itinerary for the day. If you have additional questions, contact Kathy Bruni at kbruni@purdue.edu.

SCHOLARSHIP PROGRAM

Purdue Convocations believes that the arts are an integral part of the educational process and we want to ensure that every student has access to performing arts events. Our scholarship program provides a limited number of full or partial scholarships for tickets and/or transportation to schools with demonstrated economic need. Awards are based on a number of factors, including the percentage of free/reduced lunches for which your school is eligible, and the number and geographic distribution of requests received. Applications will be considered on a first come, first served basis. To apply, follow instructions on the reservation form. *Transportation scholarships will be issued upon receipt of an invoice from your school corporation, due no later than two weeks following a performance. Email a copy of your transportation invoice to Kathy Bruni at kbruni@purdue.edu. Include the name of the school, grade, show attended and instructions on where to mail reimbursement (reimbursement cannot be made to an independent bus company).