**School Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **Teacher** |  |
| **Admin Contact** |  |
| **School Address** |  |
| **City, State & Zip Code** |  |
| **Teacher’s Phone Number** |  |
| **Teacher’s Email Address** |  |
| **Admin Phone Number** |  |
| **Admin Email Address** |  |

**Concert Request**

|  |  |
| --- | --- |
| **Concert Date** |  |
| **Concert Time** |  |
| **Number of Students** |  |
| **Number of Adults** |  |
| **Student Grade(s)** |  |
| **Number of Buses Needed** |  |
| **Total Cost of Transportation** |  |

If **we** will be funding your school’s **bus transportation,** your **school must** **send an invoice** to the Annapolis Symphony in order to for us to disburse the funding. **Invoices are due by April 10, 2020.** We will only reimburse the school or AACPS—we will not pay private bus companies directly. Payment will be made **only** if your school actually attends the concert. Bus payments will be distributed **between** **June 1 and June 30, 2020.**

**Funding is limited, and available on a first-come, first-served basis.**

**Accuracy of reservation numbers is important.** Because funding is limited, it may not be possible to add students to your reservation after it is made. Contact the Symphony Office at 410-269-1132, or [edelisle@annapolissymphony.org](mailto:edelisle@annapolissymphony.org) and [dcostellomays@annapolissymphony.org](mailto:dcostellomays@annapolissymphony.org) if you would like to make any changes.

**Special requirements regarding accessible seating, mobility issues, and/or any visual or hearing impairment must be arranged with the Symphony Office upon reservation. Requests can be made in the space below:**

The Annapolis Symphony Orchestra is delighted that you will be joining us for Bob Brown Puppets presenting ***The Life & Times of Beethoven*.** Because our concerts for schoolchildren can be hectic, we ask that you observe the following guidelines to help us serve you better:

1. Please arrive no later than 30 minutes prior to your show time.
2. Please follow the parking attendant’s instructions on where to unload and park buses.
3. Please stay on the bus until you are instructed by a staff member to unload.
4. Please leave all students’ personal belongings on the bus to minimize lost items in the hall.
5. When exiting the bus, please keep children and chaperones in a single file line. There is neither space nor time to re-order your lines once off the bus.
6. For their own safety, please remind students: “Walk, don’t run.”
7. **Seating sections are assigned to each school in advance.** Arriving early does not enable us to change your assigned seats.You will be directed to a specific section of the hall. We ask that you leave no empty or skipped seats between students or schools.
8. The ushers will help lead schools to their assigned section and assist with seating students. Please wait until all students are seated before accompanying children to the restroom.
9. After the concert, please remain seated until an usher dismisses your school.

Funding for your school’s attendance and transportation was made possible by The Elville Center for the Creative Arts and private donors to the Annapolis Symphony. We would love to receive creative and colorful thank you notes from your students sharing what they loved most about ***The Life & Times of Beethoven*** and Really Inventive stuff. These notes show our donors how they are making a difference in the lives of your students, your music classroom, and in the community.

Please address your thank you notes to:

Annapolis Symphony Orchestra

801 Chase Street #204

Annapolis, MD 21401

Please notify our staff of any special needs as soon as possible so we can make any necessary accommodations.

Thank you!

Sincerely,

Emily DeLisle Devan Costello-Mays

Manager of Box Office and Marketing Business Manager

[edelisle@annapolissymphony.org](mailto:edelisle@annapolissymphony.org) dcostellomays@annapolissymphony.org

Office: 410-263-0907 Office: 410-269-1132