

July 8, 2013

To whom it may concern:

This letter is to lay out the procedures by which PATCH Homeschool families will reserve tickets for the upcoming 2013-2014 Class Acts Season. All of the tickets will be purchased by each individual family. The procedures to do this are as follows:

- When the shows are announced and you know what shows your family would like to attend, call me, Andrea James, Class Acts Reservations Coordinator, at (270) 443-9932 ex. 212. I will add your name to the small group reservation list for each show you would like to attend. Please let me know that you are a member of a homeschool.
- Cancellation of any reservation must be submitted in writing NO LATER than 3 weeks prior to the scheduled show (email to ajames@thecarsoncenter.org is acceptable). The cancellation must be signed by the Teacher/Contact and approved by the Principal. If a reservation is made and not appropriately cancelled, the school remains responsible for full payment of the invoice.
- Payment must be received by the due date (3 weeks before the show). Please finalize all numbers when payment is made. We cannot make additions to the reservation once the reservation has been paid.
- The day of the show, you will pick up your purchased tickets at the Carson Center box office. Then give the tickets to a volunteer usher and they will show you available seating for that particular show.

PATCH will no longer be seated on our seating maps together since everyone will be booking separately. Your tickets that you purchase are considered General Admission and your seating options will be different from show to show based on the large group seating maps. All General Admission ticket holders are allowed to dismiss themselves as soon as the performance is over.

If you have any questions regarding any of these policies or procedures please contact me at the phone number listed or by e-mail at ajames@thecarsoncenter.org.

Thank you for your continued patronage to the Carson Center!!

Andrea James

Class Acts Reservations Coordinator
Box Office Supervisor