STEP 1   Review the Ticket Order + Payment Information

Your Seats Will Be Held When You Make a Non-Refundable 25% Deposit
You must call 312.341.2357 and make your deposit with a credit card or complete this form and mail it with a check to Auditorium Theatre, Attn: Student Matinees, 50 E Ida B Wells Dr, Chicago, IL 60605. If we are unable to fill your order, you will be notified by email and we will refund any deposits. We recommend checking matinee availability before you mail the form and check by contacting us at 312.341.2357 or sales@auditoriumtheatre.org.

Invoice
If you’re making your deposit via credit card, you will receive an invoice for full payment via email within a few hours. If you’re mailing this form with a check, you will receive an invoice via email within two days of receipt of your ticket order form. All forms require an email address in order to be processed.

Please wait 7-10 business days after you place your form/deposit check in the mail to confirm whether we received it.

Making Your Full Payment
Full Payment Deadlines:

| Fri, Sept 13: National Geographic Live – Between River and Rim: Hiking the Grand Canyon |
| Fri, Dec 6: Too Hot to Handel: The Jazz-Gospel Messiah |
| Fri, Jan 17: Alvin Ailey American Dance Theater |

You must make your full payment by the specified deadlines or your trip is no longer guaranteed and can be canceled without notice. Refunds are not available on payments including deposits.

How to Make a Deposit or Full Payment:

Phone: Call 312.341.2357 with a MasterCard, Visa, American Express, or Discover

Check Made Out to the Auditorium Theatre:

US Mail: (preferred)
Auditorium Theatre
Attn: Student Matinees
50 E Ida B Wells Dr
Chicago, IL 60605

24/7 Drop Box Location:
For after office hours (9AM-5PM) only. Receipt of your order may be delayed if you mail here.
Roosevelt University
425 S Wabash, 14th Floor
Chicago, IL 60605

You will need to check in with Roosevelt University’s security desk with a valid photo ID on the first floor. Take the elevators that are furthest to the left from the security desk. The drop box is located to your right of the 14th floor security desk and will be labeled ATRU.

Order Changes
Increasing Your Headcount
Increase your headcount by contacting us at 312.341.2357.

If you are adding more reservations after your final payment deadline, space will not be held without a payment via credit card or check.

Decreasing Your Headcount
You only need to pay for the seats you need. To reduce the size of your group, contact us with your final headcount before you make your final payment. Remember, there are no refunds or exchanges once payments are made.

PLEASE TURN OVER TO START YOUR ORDER
STEP 2  Complete the Order Form

SCHOOL NAME

SCHOOL ADDRESS

CITY/STATE/ZIP

YOUR NAME  GRADES TAUGHT

DIRECT PHONE NUMBER  (Please include a direct number, not the school's general number)  EMAIL  (required to process order)

PRINCIPAL’S NAME  PRINCIPAL’S DIRECT PHONE NUMBER

PRINCIPAL’S EMAIL  (Including your principal’s name and contact information is highly recommended but not required)

STEP 3  Select Your Matinees  (please fill in your total headcounts for each Student Matinee)

<table>
<thead>
<tr>
<th>Student Matinee</th>
<th>Date/Time</th>
<th>Price/Person</th>
<th># Students</th>
<th># Chaperones</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Geographic Live</td>
<td>TUE, SEPT 24</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Too Hot to Handel</td>
<td>FRI, JAN 17</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alvin Ailey American Dance Theater</td>
<td>FRI, MAR 6</td>
<td>$12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All performances are from 11AM-Noon

☐ Check here if any of your students have special needs (i.e. wheelchair accessibility, hearing assistance). Feel free to let us know about any special instructions:

____________________________________________________________________________________________
____________________________________________________________________________________________

STEP 4  Payment Information

☐ Credit Card
Call 312.341.2357 to pay by phone (preferred), or complete authorization below and email form to sales@auditoriumtheatre.org.

☐ MasterCard  ☐ Visa  ☐ American Express  ☐ Discover

CREDIT CARD NUMBER  EXPIRATION  CVV/SECURITY CODE

SIGNATURE

☐ Check for 25% deposit made payable to the Auditorium Theatre for $ _________________

US Mail: (preferred)  24/7 Drop Box:
For after office hours (9AM-5PM) only. Receipt of your order may be delayed if you mail here.

Auditorium Theatre  Roosevelt University
Attn: Student Matinees  425 S Wabash, 14th Floor
50 E Ida B Wells Dr  Chicago, IL 60605
Chicago, IL 60605

You will need to check in with Roosevelt University’s security desk with a valid photo ID on the first floor.
Take the elevators that are furthest to the left from the security desk. The drop box is located to your right of the 14th floor security desk and will be labeled ATRU.

FYI: There are no refunds or exchanges even in the event of inclement weather or school closings. All Student Matinee dates, times, artists, programs, and policies are subject to change.