

LINDENWOOD UNIVERSITY K-12 MATINÉE SERIES

2022-2023 POLICIES AND PROCEDURES

Lindenwood University K-12 School Matinée Series performances are offered to public, private, and home school groups. **Teachers/school staff will receive free admission. For every 10 student tickets purchased, the group will receive one free adult chaperone ticket.** Additional adults will pay full price.

Please review our policies below then complete and return the *Lindenwood University K-12 Matinée Series 2022-2023 Order Form*. Performance information can be found at lindenwood.edu/k-12-matinee.

RESERVATIONS:

Reservations and payment for K-12 matinée shows must be made at least 30 days prior to the performance. **Orders cannot be processed until payment is received.** Reservations are confirmed in the order in which they are received (first come, first served). If you wish to add to your reservation after your order has been processed, we cannot guarantee seating for additional members or that they will be seated with the rest of the group. Seating availability is not guaranteed for orders placed less than 30 days prior to the performance.

Please include every person who plans to watch the performance in your total seat count. This includes students, teachers, adult chaperones, and/or bus drivers.

SEATING:

Seating assignments are made based on the date the reservation was received, group size, ages, and other special accommodations. **Accessible seating is limited.** Please contact Jessie Mavros, Patron Services Coordinator, to confirm current availability of accessible seating. The contact information can be found in the payment section of this form.

CONFIRMATION:

All correspondence regarding your reservation will be addressed to the primary contact person listed on the order form. Once your reservation has been processed, you will receive a confirmation email containing order details, parking instructions, and the facility's policies and procedures.

PAYMENT:

Acceptable forms of payment include credit/debit card, check, cash, or purchase order. Cash will only be accepted in person at the Box Office; do not send cash through the mail. Credit/debit card payment types will only be taken over the phone and a 3.5% convenience fee will be added to your total. Checks and purchase orders must be mailed 30 days prior to performance date and made payable to Lindenwood University. Please call to confirm order total before issuing any payment.

Completed order forms, along with payment information, can be mailed, emailed, or called in to:

J. Scheidegger Center for the Arts, Attn: Jessie Mavros
209 S Kingshighway, Saint Charles, MO 63301

Phone: 636-949-4433

Email: jmavros@lindenwood.edu

REFUNDS:

Payments are nonrefundable except in the case of an event cancellation. If an event is canceled, groups who paid with a credit card will be refunded within 10-15 business days. Groups who paid with check, cash, or purchase order will receive a mailed check within 30 days of the cancellation announcement.

TRANSPORTATION:

The J. Scheidegger Center for the Arts is located at 2300 West Clay St., Saint Charles, MO 63301.

Directions

From I-70, take the First Capitol/94 exit into Saint Charles. Head north on First Capitol a quarter mile, and at the first stoplight turn left on to West Clay Street. Take the first right onto Fine Arts Drive located after the Scheidegger Center/Lindenwood marquee. Continue down Fine Arts Drive until you get to the front of the J. Scheidegger building. Pull into the circle drive for load out.



Buses: Once you have entered the circle drive, there will be a staff member waiting to greet the group and escort them into the building. After everyone is safely unloaded from the bus, please have the driver park in the lot specified in your registration confirmation email.

Car/Van: Parking is free and available on the east, south, and west sides of the building. See map above.

VENUE INFORMATION:

The Lindenwood Theater is a Broadway-style theater that seats nearly 1,200 patrons.

Doors usually open 30 minutes prior to curtain. Everyone must be in their seats once the performance has started. Late arrivals will be seated at the discretion of house management at an appropriate point in the performance.

Food and drinks are not permitted inside the Lindenwood Theater.

All cell phones and any other noise-making devices must be silenced prior to the beginning of any performance.

Texting or emailing during the performance is strictly prohibited. If an usher notices your cellphone use, you may be asked to exit the theater.

The use of cameras, cell phones, or sound recording equipment of any kind is strictly prohibited. Should an usher notice your use of one of these devices, you may be asked to exit the theater.

Accessible seating is available in the Orchestra and Balcony sections of the Lindenwood Theater. Elevator access is located on the east and west sides of the Grand Lobby.

All restrooms within the J. Scheidegger Center for the Arts are fully accessible. Restrooms are located on the left and right side of the Grand Lobby on the Orchestra Level. Additional restrooms are located on the left side of the Grand Lobby's upper level. A family restroom is located on the right side of the Grand Lobby on the Orchestra level.

Interested in extending your time on Lindenwood University's campus? Please inquire with Jessie Mavros to arrange for tours, lunch in the dining hall, or lunch in one of our beautiful outdoor spaces.

LINDENWOOD UNIVERSITY K-12 MATINÉE SERIES

2022-2023 ORDER FORM

GROUP INFORMATION			
Name of School:		School District (if applicable):	
Grade level/Subject:		School Address:	
PO Box Number (if applicable):	City:	State:	Zip:

CONTACT INFORMATION	
Primary Contact Name:	Office Number:
Primary Contact Email:	Mobile Number:

Teachers/school staff will receive free admission. For every 10 student tickets purchased, the group will receive **one free adult chaperone ticket**. Additional adults will pay full price.

PERFORMANCES	# of Students	# of Teachers / School Staff	# of Adults Chaperones	Total Attendance	Price per Seat	Cost Estimate
Romeo & Juliet (11/1/2022 – 2 hrs. 30 mins.)					\$20	
The Three Musketeers (11/2/2022 – 2 hrs. 30 mins.)					\$10	
Peter Rabbit™ Tales (11/17/2022 – 60 mins.)					\$10	
Freedom Flight (1/31/2023 – 60 mins.)					\$10	
Harold & the Purple Crayon (3/7/2023 – 60 mins.)					\$10	
					Estimated Amt. Due	

ACCOMMODATIONS (accessible seating is limited)		
# of Transition Seats:	# of Wheelchair Seats:	# of Companion Seats (optional):

Please contact Jessie Mavros, Patron Services Manager, at jmavros@lindenwood.edu to request any special accommodations.

TYPE OF TRANSPORTATION (please indicate how many of each vehicle type)		
School Buses #:	Vans #:	Cars #:

PAYMENT OPTIONS	
<input type="checkbox"/> Please send an invoice	<input type="checkbox"/> Please send a quote for purchase order
Please call to confirm order total before issuing payment. Checks/purchase orders should be made payable to Lindenwood University . *Credit/debit card payment will only be processed by calling 636-949-4433. Credit/debit cards will have an additional 3.5% convenience fee to help cover payment processing costs.	

PLEASE RETURN THIS FORM WITH PAYMENT TO:	
J. Scheidegger Center for the Arts Attn: Jessie Mavros 209 S. Kingshighway, St. Charles, MO 63301	Email: jmavros@lindenwood.edu Web: luboxoffice.com Questions? Call 636-949-4433