



# CHICO PERFORMANCES

## 2018 - 2019 FIELD TRIP SERIES

This FORM MUST BE FILLED OUT COMPLETELY or the order will NOT BE PROCESSED.  
 A \$4 mailing & handling fee is required.  
 ALL INCORRECT OR INCOMPLETE FIELD TRIP ORDERS will be returned and NOT PROCESSED.

2018-2019 Field Trip orders will be accepted by mail, drop off, and email starting August 24 at 10 a.m.

**TO ORDER FIELD TRIP TICKETS:**

- CALL: 530-898-6333
- IN PERSON: Corner of W. 3<sup>rd</sup> & Chestnut Streets
- MAIL: UBO, c/o CSU Chico, Chico CA 95929-0120
- EMAIL: To fill out this digital form, save it to your desktop, fill in, save again, then email to: CPFieldtrip@csuchico.edu

Make checks payable to University Box Office.

**THIS ORDER MUST BE FILLED OUT COMPLETELY OR THE ORDER WILL NOT BE PROCESSED.  
 A \$4.00 MAILING AND HANDLING FEE IS REQUIRED.**

**SCHOOL INFO:** School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 School Phone Number: \_\_\_\_\_

**TEACHER INFO:** Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Teacher's email: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Teacher summer contact info: \_\_\_\_\_

**METHOD OF PAYMENT:** PO #: \_\_\_\_\_ (Must be attached and signed)  
 Schools may submit one P.O. for multiple events, teachers, and classrooms.  
 Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ Code: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_

**DISABILITY NEEDS:** Wheelchair seating? \_\_\_\_\_ How many: \_\_\_\_\_  
 Visual Issues: \_\_\_\_\_ Hearing Issues: \_\_\_\_\_  
 If your class has last minute disability needs, please call (530) 898-4325

- \* ONE FORM PER TEACHER/CLASSROOM.
- \* All exchanges must be made at least 14 days in advance of the Field Trip and will be charged a \$10.00 Exchange Fee. Be sure to check your school calendar before placing your order.
- \* Groups must be limited to standard classroom size.
- \* All seats must be paid for including chaperones and drivers.
- \* Please do not submit duplicate orders.
- \* Email confirmations will be sent upon completion of the order.
- \* Incomplete or incorrect orders will NOT be processed and returned.
- \* If transportation needs require class orders be processed together, please submit orders together and include an explanation.

\* Teachers: After receiving your payment and processing your Field Trip ticket order, the Box Office will email you a confirmation and mail your ticket to you. This ticket MUST be presented at the Field Trip performance.

**Teacher Name:** \_\_\_\_\_

Please use one form per teacher/classroom

Field Trips:	TOTAL:
<b>Field Trip #1</b> Performance: _____ Date: _____ Time: _____ <small>IF THE ABOVE FIELD TRIP IS NOT AVAILABLE I'LL TAKE:</small> Alternate Performance: _____ Date: _____ Time: _____ Number of seats requested: _____ x \$5 seat = _____	
<b>Field Trip #2</b> Performance: _____ Date: _____ Time: _____ <small>IF THE ABOVE FIELD TRIP IS NOT AVAILABLE I'LL TAKE:</small> Alternate Performance: _____ Date: _____ Time: _____ Number of seats requested: _____ x \$5 seat = _____	
<b>Field Trip #3</b> Performance: _____ Date: _____ Time: _____ <small>IF THE ABOVE FIELD TRIP IS NOT AVAILABLE I'LL TAKE:</small> Alternate Performance: _____ Date: _____ Time: _____ Number of seats requested: _____ x \$5 seat = _____	

University Box Office, CSU Chico 3 <sup>rd</sup> and Chestnut Streets Chico, CA 95929-0120 (530) 898-6333 Email: CPFieldtrip@csuchico.edu	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Ticket Amount \$</td> <td></td> </tr> <tr> <td colspan="2"><small>All orders must be accompanied by a</small></td> </tr> <tr> <td>Mailing &amp; Handling Fee</td> <td><b>\$4.00</b> (required)</td> </tr> <tr> <td><b>GRAND TOTAL \$</b></td> <td></td> </tr> </table>	Total Ticket Amount \$		<small>All orders must be accompanied by a</small>		Mailing & Handling Fee	<b>\$4.00</b> (required)	<b>GRAND TOTAL \$</b>	
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