

# BOOKING CONFIRMATION FORM

## *Around the World with Blackbrows the Pirate*

SCHOOL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE TX ZIP \_\_\_\_\_

SCHOOL PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

PERFORMANCE DATE \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

TIME(S) OF PERFORMANCE \_\_\_\_\_ # OF PERFORMANCES \_\_\_\_\_

# OF STUDENTS \_\_\_\_\_ # OF TEACHERS/ADULTS \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

(show #1 = \$325 / show #2 = \$275; see General Information page for pricing)

PAYMENT DUE DATE \_\_\_\_\_ APP# \_\_\_\_\_ - \_\_\_\_\_

(2 weeks prior to performance date)

(DISD schools only)

**FAX FORM TO: 214-327-4001 OR EMAIL: [ourendeavors@hotmail.com](mailto:ourendeavors@hotmail.com)**

**Please keep a copy of this form for your records.**

**Questions / Information: Call Patti Kirkpatrick at 214-327-4001**

*This space reserved for OETC office use only*

Date Booking Confirmation Received: \_\_\_\_\_

Date Invoice, Study Guide & Evaluation mailed to school: \_\_\_\_\_

Date School Payment Received: \_\_\_\_\_ Check # \_\_\_\_\_

# GENERAL INFORMATION

## *Around the World with Blackbrows the Pirate*

### **PAYMENT INFORMATION**

- Performance price is \$325 for up to 100 students. If school books more than one performance on the same day, the second performance is discounted at \$275. Please add \$25 travel charge for schools located outside of Dallas County.
- Once booking date is secured, OETC will submit an invoice to your attention for payment. Please submit full payment at least 2 weeks prior to performance date. Make check payable to Our Endeavors. All payments are non-refundable.
- Mail payment to: **Our Endeavors PO Box 571161 Dallas, TX 75357**

### **CANCELLATION POLICY**

- Cancellations and/or changes must be made at least two weeks prior to your performance date. Schools are responsible for full payment amount if cancellations are made less than two weeks before their scheduled date.

### **ADDITIONAL INFORMATION**

- This performance requires a 15'x15' cleared space. Ideal performance spaces include a school auditorium or cafeteria.
- Please ensure the performance space is cleared and ready for our actors upon their arrival. Actors will arrive at your school at least 30 minutes prior to the performance time in order to set up scenic elements and prepare for the show.
- Please provide 1 teacher or adult for every 25 students. We encourage teachers to sit with their students during the performance.
- Flash photography and videotaping is not allowed during the performance. Photo opportunities with the actors after the performance can be arranged.
- This performance lasts approximately 45 minutes. Please notify Our Endeavors if you would like a talkback with the actors immediately following the performance.
- School invoice, study guides and teacher evaluation forms will be mailed upon receipt of booking confirmation.

### **CONTACT OUR ENDEAVORS THEATER COLLECTIVE**

**Director & Administrator:** Patti Kirkpatrick  
**Fax:** 214-327-4001  
**Website:** [www.ourendeavors.com](http://www.ourendeavors.com)

**Phone:** 214-327-4001  
**Email:** [ourendeavors@hotmail.com](mailto:ourendeavors@hotmail.com)  
**Address:** PO Box 571161 Dallas, TX 75357