

# It's Easy to Make a Reservation

**KINDERKONZERTS** Mail or fax your order to the designated reservation coordinator

## YOUTH CONCERTS

Mail or fax your order to:  
 Portland Symphony Orchestra  
 Attn: Education  
 PO Box 3573, Portland, ME 04104  
 Fax (207) 773-6089

**Questions?** Call (207) 773-6128 or email [education@portlandsymphony.org](mailto:education@portlandsymphony.org)

**KinderKonzerts** \$4 per person (*adult or child*)  
**Youth Concerts** \$5 per person (*adult or child*),  
 \$4 per person for groups of 25+

## Contact Information

Name \_\_\_\_\_  
 Group Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
 Email \_\_\_\_\_

CONCERT NAME	LOCATION	DATE	TIME	# OF SEATS	PRICE PER SEAT	TOTAL
<b>GRAND TOTAL</b>						<b>\$</b>

Grades attending \_\_\_\_\_  
 Special seating requirements \_\_\_\_\_  
 \_\_\_\_\_

## Payment

- I have enclosed a check for the full amount of my order (check number \_\_\_\_\_ )
- Visa       Mastercard
- Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Name on Card (please print) \_\_\_\_\_
- I will send my payment in full at least two weeks prior to the concert date

## Education Reservation Policies

Thank you for choosing to bring your group to a Portland Symphony Orchestra concert. Keep this information for your records.

**TICKETS** Paper tickets are not mailed out for education concerts. You will receive a confirmation in the mail 4 weeks before the show; this is the ticket for your group. Reservations must be received in writing. Limited walk-in tickets for KinderKonzerts and Youth Concerts may be available on the day of the concert. Please call event coordinator for details and availability.

**PAYMENT** Payment for all reservations must be received 2 weeks before the concert. There are no refunds once tickets have been purchased unless the concert is cancelled. Programs, artists, dates and locations are subject to change. This information should be clearly communicated to all group members, especially if they are traveling from a distance during the winter months.

Checks should be made out to PSO and mailed to the following address:  
Portland Symphony Orchestra, Attn: Education  
P.O. Box 3573  
Portland, ME 04104-3573

**TEACHER'S MATERIALS** Concert prep materials are available to download from our website. Feel free to share and duplicate these as needed. To access our Teacher's materials go to [PortlandSymphony.org/teachersmaterials](http://PortlandSymphony.org/teachersmaterials). The companion CD for the Youth Concerts will be mailed in advance.

**WEATHER CANCELLATION** In the unlikely event of a show cancellation, a credit or refund will be given to those with paid reservations. If the school that is hosting the KinderKonzert is closed, the concert at that site will be cancelled.

**SPECIAL NEEDS** If you have special needs for seating such as a wheelchair or transfer seat, please indicate this at the time of your order.

## Important Youth Concert Information

Tuesday, September 27, 2011 and Monday, April 9, 2012 are the deadlines for Youth Concert reservation adjustments. You will be expected to pay for the number of students you have reserved seats for as of the deadline date. *Any additions to existing reservations after these dates may not be seated with your group.*

Reservations made two weeks before the concert must be accompanied with payment.

You will receive seating information two weeks before the concert

Thank you again for choosing to make the Portland Symphony one of your group's activities this season. If you have any questions, please call (207) 773-6128 ext. 308 or email [education@portlandsymphony.org](mailto:education@portlandsymphony.org) for more information.



**PORTLAND SYMPHONY ORCHESTRA**

ROBERT MOODY, MUSIC DIRECTOR