



# Registration Instructions

**Other teachers in your school:** We need one registration form per teacher. We also need the names of other teachers in your school with whom you would like to attend so that we can schedule you all on the same performance date and time.

**Show Choices:** Because of the high demand for our shows, we always do our best to make sure each teacher receives at least his/her first choice of shows. If you are interested in attending more than one, please indicate each show by rating it your 1st, 2nd, 3rd, or 4th choice, and then tell us how many total shows you would like to attend.

**Number of Seats:** We will reserve seats for your class based on whatever number you place in Step 3 of your registration form. Therefore, please be sure this number includes ALL seats (including teachers, aides, chaperones and scholarship recipients). If you do not know exactly, please give an estimation. Final numbers need to accompany your payment three weeks prior to the show's opening. Numbers can always be changed before the payment deadline. The sooner you let us know the better, so that we can accurately schedule your show and busing.

**Scholarships:** A limited number of scholarships are available to students who cannot afford to pay the \$10 ticket price. Please indicate the number of scholarships you would like, and we will do all we can to provide them to you.

**Special Needs Information:** Special needs information (e.g. wheelchair, deaf, visual impairment, hard-of-hearing) helps us place you in appropriate shows, appropriate areas in the theaters, and appropriate busing. Sign interpretation is only provided at one of the week's shows, usually the 12:15 performance on Friday. You can add special needs information when you confirm your shows, but the sooner we know, the easier it is for us to meet those needs.

**Days/Times you cannot attend:** The sooner we know about days and times you cannot attend, the easier it is for us to schedule your class appropriately.

**Payment Information:** Paying a \$40 non-refundable/non-transferable deposit per show demonstrates your commitment to attending the show for which you are registering. With each \$40 deposit, you will receive one free ticket for groups of 11 or more. A deposit also ensures priority placement in your reservation status if there happens to be a waiting list. Deposits will be applied toward your final balance due and will be automatically accounted for on your Invoice/Confirmation form. **Teachers will be financially responsible to pay the ticket amount and the additional bank fees for all returned checks.**

**Principal's Signature:** Your principal **MUST** sign the registration form for it to be processed.

**Send us your registration:** Fax your registration form to AJT at 907-272-3035, email to [education@akjt.org](mailto:education@akjt.org), or mail to Alaska Junior Theater, 430 W 7<sup>th</sup> Ave, Suite 210, Anchorage, AK 99501. **DO NOT send to Community Resources!**