



# Registration Instructions

**Other teachers in your school:** While 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 show, 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 for certain, please approximate on the high end. Final numbers need to accompany your payment three weeks prior to the show's opening.

**Scholarships:** A limited number of scholarships are available to students who cannot afford to pay the \$7 ticket price. Please indicate the number of scholarships you would like, and we will do all we can to provide those to you. The number of scholarships received will be shown on your confirmation and automatically deducted from your balance due.

**Special Needs Information:** Special needs information (e.g., wheelchair accessibility, deaf and/or hard-of-hearing, visually impaired) helps us place you in appropriate shows and/or appropriate areas in the theatres. Sign interpretation is only provided at one of the week's shows, usually the 12:00 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 come, the easier it is for us to schedule your class appropriately.

**Payment Information:** Paying a \$28 non-refundable deposit per show demonstrates your commitment to attending the show for which you are registering. With each \$28 deposit, you will receive one free ticket. Many teachers use this free ticket for themselves. 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.

**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, or mail to Alaska Junior Theater, 329 F Street, Suite 204, Anchorage, AK 99501. **DO NOT send to Community Resources!**