

General Information

The Kennedy Center Tours, Facilities, and Services

Tours of the Kennedy Center are given by the Friends of the Kennedy Center Monday-Friday from 10 am to 5 pm daily, and on Saturday & Sunday from 10 am to 1 pm. Advance reservations for groups of 20 or more can be made by calling the Visitors Center at (202) 416-8341, daily from 10 am to 9 pm.

The **Kennedy Center Box Office**, located in the Hall of States, is open from 10 am (noon on Sundays and holidays) until 9 pm. **Kennedy Center Instant-Charge** is open from 10 am until 9 pm daily. Call (202) 467-4600 or (202) 416-8524 (TTY) for information on public performances.

The **Group Sales** office offers customized service for groups of 20 or more (15 or more for *Shear Madness*) for non-education-specific performances. A Group Sales Associate will assist you with everything from discounted tickets to advice on parking, tours, meals, receptions, and more. The Group Sales office is open Monday-Friday from 10 am to 5 pm. Contacting the Group Sales team is easy! To book your tickets or for more information, call the Kennedy Center Group Sales Office at (202) 416-8400, (202) 416-8410 (TTY), toll-free at (800) 444-1324, or fax at (202) 416-8425. You may also visit kennedy-center.org/groupsales or send your request by e-mail to groupsales@kennedy-center.org.

How to Get to the Kennedy Center

PUBLIC TRANSPORTATION

Metro: The Foggy Bottom-George Washington University station (23rd and I Streets) on the Blue/Orange Line is just a 10-minute walk via New Hampshire Avenue.

Free Kennedy Center Shuttle: Teachers and students may take the Kennedy Center Shuttle to and from the Foggy Bottom-GWU Metro station. The shuttle runs every 15 minutes from 9:45 am to midnight Monday through Saturday, and 11:45 am to midnight Sundays and holidays.

Metrobus: Route 80 serves the Kennedy Center. Call Metro Information at (202) 637-7000 or (202) 638-3780 (TTY).

PARKING

School Performances & Teacher Workshops: Parking instructions will be sent to the teacher contact in the confirmation packet. Additional bus, van, and car parking information can be found by calling our office at (202) 416-8835 or at kennedy-center.org/parking.

General Information

REGISTRATION INFORMATION FOR PERFORMANCES FOR SCHOOL GROUPS AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS

Registration Instructions

Fill out the registration form completely, providing all contact information. Incomplete registration forms without payment information will be returned. All requests are processed in the order in which they are received. The Kennedy Center cannot be held responsible for illegible faxes or correspondence lost in the mail.

Registration forms are accepted by mail or fax:

Mail to: Teacher/School Registration
The Kennedy Center
Education Department
P.O. Box 101510
Arlington, VA 22210

Registrations by mail must include a *check, credit card information, money order, or purchase order*.

Fax to: (202) 416-8802

Registrations by fax must include *credit card information, a purchase order, or copy of a check*.

**Registrations will NOT be accepted by telephone.*

Payment Instructions

Full payment is required at the time of registration for all Performances for School Groups and Professional Development Opportunities for Teachers. Acceptable forms of payment include check (school or personal), money order, Visa, American Express, Diners Club, or MasterCard.

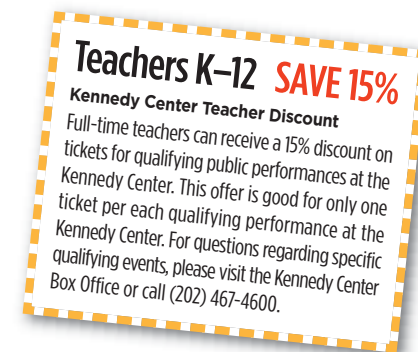
Please note: If the preferred payment options are not immediately available, a school requisition or purchase order may be submitted. A purchase order is a legally binding document. Registrations not paid on time may be cancelled. If you or your school has a previous unpaid balance, new registrations will not be accepted until the balance is paid in full.

WHEN SUBMITTING A PURCHASE ORDER AT THE TIME OF REGISTRATION, PLEASE NOTE THAT ALL BALANCES MUST BE PAID IN FULL AND RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE DATE OF THE EVENT.

Confirmation of Registration

A confirmation letter, invoices, and *Cuesheets* will be sent to the contact person listed on the registration form. This person is responsible for forwarding invoices to school finance offices and distributing information to other teachers and chaperones in the group. If the event or workshop requested is sold out, your registration will automatically be placed on a waitlist.

Teacher Workshop Policy: All events are specifically designed for adults. They are not appropriate for children. Any adult who attends a workshop must pay the registration fee.



General Information

Changes and Cancellation Policy

Changes: If your group has already registered for a performance and would like to purchase additional seats, please call or e-mail the registration office to inquire about availability. If we are able to accommodate additions to your group, we will ask you to submit a written request through fax or e-mail. Many of our events sell out; for this reason, we ask that you **do not bring extra students or chaperones on the day of the event** without calling in advance to ensure that we have space available. **We will only admit those students and chaperones who have registered for seats in advance.**

Cancellations: In the event that a teacher or school group must cancel their registration or reduce their group size, teachers may request in writing a full or partial refund **no later than three (3) weeks** prior to the confirmed date. If a written cancellation request is not received, **you will be held responsible for full payment.** If there is a reduction in seats or cancellation **within three (3)**

weeks of a **sold-out** performance, we will attempt to re-sell the seat(s) and refund the amount we are able to re-sell. However, we are unable to make any guarantees, and you will be held responsible for the cost of any remaining seats.

Planning for lunch?

The KC Café offers bagged lunches with a choice of ham, turkey, or vegetarian sandwiches, whole fruit, chips, and a soda or water, for \$8.95 per person. Please call ahead to place an order or receive additional information at (202) 416-8576.

Inclement Weather

In the event of a cancelled performance due to inclement weather, the Kennedy Center will leave a voicemail recording on the education registration line at (202) 416-8835. If the performance has not been canceled and your school is closed or delayed,

please notify the Kennedy Center at (202) 416-8835 as soon as possible. A voicemail message will also be available for cancelled teacher workshops at (202) 416-8813. If your school has been closed or delayed due to inclement weather, please notify us in writing within one week after the event to receive a full refund or to reschedule. Full refunds will be given if the Kennedy Center cancels the school performance or workshop.

High-Capacity Days for School Performances

Specific dates throughout the school group performance calendar have been designated as high-capacity days (days with increased volume of buses due to large theater audiences). On these days, buses will be given detailed directions by Kennedy Center Security. In an effort to expedite your return to school, there will be **no tours** or **lunch accommodations** available to school groups on these days. High-capacity days for the 2009-2010 season are: October 27, 2009 and February 4 & 5, March 22, and April 19-21, 2010.

School Group Policy

- Only school groups of **ten (10)** or more persons are eligible to register for Performances for School Groups.
- Because our events are intended for students, we ask that you bring **no more than one adult for every four students attending*** and **no less than one adult for every twenty students.**
- Each group may request a maximum of **eight (8)** performances per academic year.
- **Children under the age of three will not be admitted to the theater.**
- **Please adhere to our grade level recommendations for each performance.** Please call the registration office in advance to request any exceptions.

Anyone unable to meet the above requirements is encouraged to attend Performances for Young Audiences offered on Friday evenings and weekends. Please call (202) 416-8830 to receive a brochure or (202) 467-4600 to purchase tickets.

**NOTE: Special exception to this policy must be requested in writing at the time of registration. Please indicate student to adult ratio. Failure to request this exception in writing may result in non-admittance to the theater for the additional adults in your group.*

Cuesheets are student/teacher guides written and designed by the Education Department. They include information about the performer, the program or performance, and pre- and post-visit activities. We hope that every teacher will use these guides to support the experience of attending a Kennedy Center performance, and capture student interest for the performance they will be seeing. They will help prepare your students by providing understanding before attending the show, and will stimulate thoughtful response to the performance when they return to your classroom. **FREE with a Seated Performance.**

PLEASE REGISTER ONE TEACHER PER REGISTRATION FORM—DUPLICATE FORM AS NECESSARY. REGISTRATIONS ARE ACCEPTED BY MAIL OR FAX.

PATRON INFORMATION (Please Print)

SCHOOL NAME _____

TEACHER NAME (ONE NAME ONLY, PLEASE) _____

SCHOOL ADDRESS _____

CITY _____ STATE _____ ZIP _____

SCHOOL PHONE _____ HOME PHONE _____

FAX _____ SCHOOL DISTRICT/COUNTY/"OWN" _____

GRADE LEVEL(S) _____

SUBJECT(S) _____

E-MAIL _____

School Type: Public Private/Parochial Home School

Accessibility Accommodations: Yes (please complete section at right) No

Checklist for Registration

Have you:

- complied with our registration policies and procedures?
- included BOTH pages of the registration form?
- completed all areas in the Patron and Payment Information sections?
- indicated any accessibility requirements you may have?
- included full payment or a copy of the purchase order with your registration?
- addressed envelope to the P.O. Box address indicated?

ACCESSIBILITY

If you or your students require any accessibility accommodations, please indicate below. We require at least **three weeks advance notice** to provide these services.

Number of adults requiring:

Date(s):

- | | |
|--|-------|
| _____ Wheelchair accessible seating | _____ |
| _____ Easy Access Seating (no stairs) | _____ |
| _____ Assistive Listening Device | _____ |
| _____ Cued Speech/Sign Language Interpretation | _____ |
| _____ Audio Description | _____ |
| _____ Braille <i>Cuesheets</i> | _____ |
| _____ Large Print <i>Cuesheets</i> | _____ |
| _____ Other (please specify) | _____ |

PAYMENT INFORMATION (Payment must accompany registration; registrations without payment will be returned.)

PLEASE MAKE ALL CHECKS, MONEY ORDERS, AND PURCHASE ORDERS PAYABLE TO "THE KENNEDY CENTER."

Enclosed:

Check # _____ or Money Order # _____ or Purchase Order # _____ in the amount of: \$ _____

(Copy of purchase order **MUST** be included w/ registration)

Please Charge my:

Visa MasterCard American Express Diners Club account in the amount of: \$ _____

ACCOUNT # _____ EXP. DATE _____ **Grand Total: \$** _____

CARDHOLDER SIGNATURE _____ PRINTED NAME (exactly as it appears on credit card) _____ **Amount Paid: \$** _____

Amount Due (if applicable): \$ _____

For Office Use Only

Patron ID: _____

Date Received: _____

Date Order Filled: _____

Yes No Accessibility Note

Amount Paid: \$ _____

Balance Due: \$ _____

Refund Due: \$ _____

Operator: _____

PLEASE MAIL THE ENTIRE FORM AND PAYMENT TO: Teacher/School Registration, Education Department, P.O. Box 101510, Arlington, VA 22210

OR FAX TO: (202) 416-8802 (credit cards and purchase orders only)



Registration Form

Teacher Name _____

Please register **ONE teacher only per registration form**—duplicate the form as necessary. Place an “X” in the box next to the event(s) for which you are registering. In order to increase our ability to accommodate you, you may wish to indicate alternate workshop choices with 1, 2, 3, etc. in order of preference.

All events take place at the Kennedy Center unless otherwise noted.

OCTOBER

The Magic of Peepers Puppets: Exploring Scriptwriting Through Puppetry (p. 31)

OCT 7 WEDNESDAY 4:30-7:30 PM
FEE: \$22

Poetry and Music: Exploring Reading and Rhythm (p. 30)

OCT 14 WEDNESDAY 4:30-7:30 PM
 NOV 23 MONDAY 4:30-7:30 PM
 JAN 20 WEDNESDAY 4:30-7:30 PM
 FEB 24 WEDNESDAY 4:30-7:30 PM
FEE: \$90

Ballet 360°: Choreographers (p. 34)

GEORGE BALANCHINE

OCT 17 SATURDAY 3-4:30 PM

JEROME ROBBINS

NOV 21 SATURDAY 3-4:30 PM

YURI GRIGOROVICH

JAN 30 SATURDAY 3-4:30 PM

FREDERICK ASHTON

APR 10 SATURDAY 3-4:30 PM
FEE: \$40/series or \$13/each session

Stories of Us: Exploring Oral Histories Through Drama (p. 32)

OCT 19 MONDAY 4:30-7:30 PM
 OCT 20 TUESDAY 4:30-7:30 PM
FEE: \$40

Portraiture as Biography (p. 32)

OCT 22 THURSDAY 4:30-7:30 PM
 DEC 1 TUESDAY 4:30-7:30 PM
 JAN 21 THURSDAY 4:30-7:30 PM
 MAR 18 THURSDAY 4:30-7:30 PM
FEE: \$85

NOVEMBER

What to Listen for in Russian Composers, with Yvonne Caruthers (p. 34)

IGOR STRAVINSKY AND
SERGEI RACHMANINOFF

NOV 7 SATURDAY 3-4:30 PM

PYOTR ILYICH TCHAIKOVSKY AND
SERGEI PROKOFIEV

DEC 12 SATURDAY 3-4:30 PM
FEE: \$13/each session

Documenting the Power of Learning Through the Arts (p. 30)

SESSION 1: INTRODUCTION TO DOCUMENTATION

NOV 16 MONDAY 4:30-7:30 PM
(at Kenmore Middle School, Arlington, VA)

SESSION 2: CREATING PUBLICATIONS USING MICROSOFT WORD

*Select ONE date only

JAN 26 TUESDAY 4:30-7:30 PM
 FEB 25 THURSDAY 4:30-7:30 PM
(Feb. 25 at Kenmore Middle School, Arlington, VA)

SESSION 3: CREATING DIGITAL NARRATIVES USING MICROSOFT POWERPOINT (not required for the Certificate of Study)

MAR 23 TUESDAY 4:30-7:30 PM
FEE: \$20/each session

DECEMBER

Environmentales: Teaching about the Environment Through Stories (p. 31)

DEC 2 WEDNESDAY 4:30-7:30 PM
 DEC 3 THURSDAY 4:30-7:30 PM
FEE: \$40
(at Kenmore Middle School, Arlington, VA)

Why We Love: Handel's *Messiah* (p. 34)

DEC 19 SATURDAY 3-4:30 PM
FEE: \$13

JANUARY

Laying a Foundation: Defining Arts Integration (p. 30)

*Select ONE date only

JAN 6 WEDNESDAY 4:30-7:30 PM
 MAR 15 MONDAY 4:30-7:30 PM
FEE: \$20

Celebrating Ella Fitzgerald: Film & Discussion (p. 34)

JAN 23 SATURDAY 3-4:30 PM
FEE: \$13

Bringing Patterns to Life: Dance and Math (p. 30)

JAN 28 THURSDAY 4:30-7:30 PM
FEE: \$20

FEBRUARY

What to Listen for in Russian Operas, with Saul Lilienstein (p. 34)

TCHAIKOVSKY'S *EUGENE ONEGIN* AND
MUSSORGSKY'S *BORIS GODUNOV*

FEB 20 SATURDAY 3-4:30 PM

PROKOFIEV'S *WAR & PEACE*

MAR 6 SATURDAY 3-4:30 PM
FEE: \$13/each session

Exploring Ballet with Suzanne Farrell FOR ADULTS! (p. 34)

FEB 28 SUNDAY 1-2:30 PM
FEE: \$35

MARCH

Evening for Educators: *Night at the Museum* (p. 33)

MAR 17 WEDNESDAY 4:30-7:30 PM
FEE: \$20 (at the Smithsonian American Art Museum, 8th and F Streets, NW, DC)

Books in Motion: Exploring Literature Through Movement (p. 31)

MAR 22 MONDAY 4:30-7:30 PM
FEE: \$20

APRIL

Standing in a Character's Shoes: Deeper Meaning Through Monologues (p. 33)

APR 14 WEDNESDAY 4:30-7:30 PM
 APR 15 THURSDAY 4:30-7:30 PM
FEE: \$40
(Apr. 15 at Kenmore Middle School, Arlington, VA)

Dances for an Expanding Universe (p. 33)

APR 19 MONDAY 4:30-7:30 PM
FEE: \$20

ACTivating Inclusion Through Drama (p. 31)

APR 22 THURSDAY 4:30-7:30 PM
FEE: \$20

Beyond Gospel: Music, Spirituality, and the Freedom Struggle (p. 34)

APR 22 THURSDAY 7:30-9 PM
FEE: \$13

Shadow Journeys: Exploring the Underground Railroad Through Shadow Puppetry (p. 32)

APR 26 MONDAY 4:30-7:30 PM
FEE: \$24

Generating Narrative Writing Through Drama (p. 31)

APR 27 TUESDAY 4:30-7:30 PM
FEE: \$20

MAY

Scientific Thought in Motion (p. 32)

MAY 5 WEDNESDAY 4:30-7:30 PM
FEE: \$20

Poetry Off the Page (p. 33)

MAY 6 THURSDAY 4:30-7:30 PM
FEE: \$20