



CAROL PRATT

# How to Register

## REGISTRATION INFORMATION for PERFORMANCES FOR SCHOOL GROUPS and PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS

### Registration Instructions

Fill out 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  
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 a **credit card or purchase order.**

*\*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. **For school performances from January through May 2009 only: a minimum deposit of 50% must be submitted.** 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 canceled. If you or your school has a previous unpaid balance, new registrations will not be accepted until the balance is paid in full.

**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.

### 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 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 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 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.

### Inclement Weather

In the event of a canceled performance due to inclement weather, the Kennedy Center will leave a voicemail recording on the education registration line, (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) 416-8842. Please notify us in writing if your school has been closed or delayed due to inclement weather and a full refund or exchange of seats will be issued. Full refunds will be given if the Kennedy Center cancels the school performance or workshop.

## REGISTRATION INFORMATION for PERFORMANCES FOR SCHOOL GROUPS and PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS, continued

# 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 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.*

### 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 2008-2009 season are: November 14 & 21, January 26, February 4 & 5 and March 12 & 13.



### America's Promise

In response to General Colin Powell's national America's Promise campaign, the Kennedy Center developed the "Get On the Bus" program. This program supports Title I-designated schools' attendance at daytime Kennedy Center School Performances. Eligibility requirements and the application for the 2008-2009 school year are available on the Kennedy Center Web site at [kennedy-center.org/education/community](http://kennedy-center.org/education/community). Please call (202) 416-8803 with questions.



### 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 \$7.95 per person. Please call ahead to place an order or receive additional information at (202) 416-8576.

# Questions?

### ✓ Checklist for Registration

Have You:

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

Teachers K-12

**SAVE 15%**

### Kennedy Center Teacher Discount

Full-time teachers can receive a 15% discount on tickets for qualifying **public** performances at the Kennedy Center. This offer is good for only one ticket per each qualifying public performance at the Kennedy Center. For questions regarding specific qualifying events, please visit the Kennedy Center Box Office or call (202) 467-4600.

E-mail: [kced@kennedy-center.org](mailto:kced@kennedy-center.org)  
Online: [kennedy-center.org/schoolguide](http://kennedy-center.org/schoolguide)  
Or call: (202) 416-8835

PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS

# Registration Form

**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 \_\_\_\_\_

GRADE LEVEL(S) \_\_\_\_\_ SUBJECT(S) \_\_\_\_\_

E-MAIL \_\_\_\_\_

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

School Type:  Public  Private/Parochial  Home School

How will you be traveling to the Kennedy Center? If applicable, please indicate how many vehicles per method of transportation.

\_\_\_\_ Oversized Vehicle    \_\_\_\_ Car    \_\_\_\_ Metro

**TEAM DISCOUNTED REGISTRATION FEES:\***

Teams of four or more teachers from the same school are eligible to receive a discount of \$5 off each registration fee for events described on pages 28–32. **To receive the discounted registration fee, all registration forms pertaining to the team must be submitted together.**

**Please check here if you are registering four or more teachers from the same school.**

*\*This offer is not valid for Learning about the Arts events (pages 33-35) or Washington National Opera workshops. Discount cannot be combined with other discount offers.*

**ACCESSIBILITY**   

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

Number of students/adults requiring:	Date(s):
____ Wheelchair Accessibility	_____
____ Easy Access Seating (no stairs)	_____
____ Assistive Listening Device	_____
____ Cued Speech/ Sign Language Interpretation	_____
____ Audio Description (please indicate date)	_____
____ Braille Materials	_____
____ Large Print Cuesheets	_____
____ Other (please specify)	_____

**FOR OFFICE USE ONLY**

Patron ID \_\_\_\_\_

Date Received \_\_\_\_\_

Date Order Filled \_\_\_\_\_

Flags

Accessibility Note

Yes  No

Amount Paid:  
\$ \_\_\_\_\_

Balance Due:  
\$ \_\_\_\_\_

Refund Due:  
\$ \_\_\_\_\_

Confirmation Sent \_\_\_\_\_

Operator \_\_\_\_\_

Order \_\_\_\_\_

**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: \$ \_\_\_\_\_

**(A copy of the purchase order MUST be included with the registration)**

Please Charge my:  Visa  MasterCard  American Express  Diners Club account in the amount of: \$ \_\_\_\_\_

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ **Amount Paid:** \$ \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Printed Name of Cardholder (exactly as it appears on the credit card) **Amount Due:** \$ \_\_\_\_\_  
**(if applicable)**

**PLEASE SEND 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)*

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS 2008-2009 REGISTRATION FORM

### SEPTEMBER

**Behind the Scenes: Mermaids, Monsters, and the World Painted Purple** (p. 33) | Fee: \$54

\_\_\_ Saturdays, September 20, 27, and October 4, 11 a.m.–12:30 p.m.  
\_\_\_ Saturday, October 11, 7:30 p.m.

### OCTOBER

**Visual Arts: Georgia O’Keeffe and Ansel Adams: Natural Affinities** (p. 32) | Fee: \$20

\_\_\_ Wednesday, October 1, 4:30–7:30 p.m. (at the Smithsonian American Art Museum, 8th and F Streets, NW, Washington, DC)

**Exploring Ballet with Suzanne Farrell FOR ADULTS!** (p. 33) Fee: \$35

\_\_\_ Sunday, October 5, 1–2:30 p.m.

**Ballet: The Body in Motion** (p. 33) | Fee: \$13

\_\_\_ Sunday, October 5, 4–5:30 p.m.

**Broadway Up Close and Personal: A Tribute to Cy Coleman**

(p. 34) | Fee: \$16

\_\_\_ Tuesday, October 7, 7–8:30 p.m.

**Rhythmic Modes and Quarter Tones: An Introduction to Arab Music** (p. 2) | Fee: \$40

\_\_\_ Saturday, October 11, 9:30 a.m.–4 p.m.

**The Great Ballets: Lecture Series** (p. 33)

Sundays, October 19, November 16, January 11, and April 5, 2–3:30 p.m.

\_\_\_ *Giselle* \_\_\_ *The Nutcracker* \_\_\_ *Swan Lake* \_\_\_ *The Sleeping Beauty*

\_\_\_ Individual Performance Fee: \$13

\_\_\_ Series Fee: \$40

**Tableau: A Toolbox of Strategies** (p. 30) | Fee: \$80 (four sessions); \$15 for each additional session

Two required sessions:

\_\_\_ Session 1: Drama Skill-Building, Monday, October 20, 4:30–7:30 p.m.

\_\_\_ Session 2: One-Minute Challenges, Monday, December 1, 4:30–7:30 p.m.

Add two or more sessions from the following:

\_\_\_ Session 3: Freeze Tag Tableau, Wednesday, January 21, 4:30–7:30 p.m.

\_\_\_ Session 4: Text Card Tableau, Wednesday, February 25, 4:30–7:30 p.m.

\_\_\_ Session 5: Tableau Quizzes, Monday, March 9, 1–4 p.m.

\_\_\_ Session 6: Putting Drama to the Test, Wednesday, March 25, 4:30–7:30 p.m.

(Sessions 4, 5, and 6 will be at Kenmore Middle School, Arlington, VA)

**What to Listen for in Wagner** (p. 34) | Fee: \$13

\_\_\_ Monday, October 27, 7–8:30 p.m.

**Building Reading Comprehension Through Sound and Rhythm** (p. 29) | Fee: \$80

\_\_\_ Monday, October 27; Thursday, November 20; and Mondays, January 12 and March 2, 4:30–7:30 p.m.  
(Session four will be at Kenmore Middle School, Arlington, VA)

**Dances for an Expanding Universe** (p. 31) | Fee: \$20

\_\_\_ Wednesday, October 29, 4:30–7:30 p.m.

**Our Community, Ourselves: Exploring Oral Histories Through Drama** (p. 31) | Fee: \$20

\_\_\_ Thursday, October 30, 4:30–7:30 p.m.

### NOVEMBER

**What to Listen for in Shostakovich** (p. 34) | Fee: \$13

\_\_\_ Sunday, November 2, 4–5:30 p.m.

**It All Starts With a Story: Using Theater to Teach Media Literacy** (p. 31) | Fee: \$20

\_\_\_ Monday, November 3, 4:30–7:30 p.m.

**Arts Integration: The Kennedy Center’s Approach** (p. 28) | Fee: \$20

*Select one date only*

\_\_\_ Wednesday, November 5, 4:30–7:30 p.m.

\_\_\_ Monday, December 15, 4:30–7:30 p.m.

**Beyond the Baton: Michael Christie** (p. 34) | Fee: \$10

\_\_\_ Saturday, November 15, 6–7 p.m.

**Documenting the Power of Learning Through the Arts**

(p. 28) | Fee: \$20/session

**Session 1:** Introduction to Documentation

\_\_\_ Monday, November 17, 4:30–7:30 p.m.

**Session 2:** Creating Your Own Documentation (*Select one date only*)

\_\_\_ Thursday, December 18, 4:30–7:30 p.m.

\_\_\_ Wednesday, February 18, 4:30–7:30 p.m. (at Bailey’s Elementary School, Falls Church, VA)

\_\_\_ Monday, March 23, 4:30–7:30 p.m.

**Living Jazz in DC with Dr. Billy Taylor & Frank Wess** (p. 34) | Fee: \$13

\_\_\_ Saturday, November 22, 4–5:30 p.m.

**Duke Ellington’s Washington: Film & Discussion** (p. 34) | Fee: \$13

\_\_\_ Sunday, November 23, 4–5:30 p.m.

**Pathways to Literacy: Puppet Play for Young Children** (p. 29) | Fee: \$25

\_\_\_ Monday, November 24, 4:30–7:30 p.m.

Please register **ONE teacher only per registration form**—duplicate the form as necessary. Place an “X” on the line next to the event(s) for which you are registering. Teams (four or more teachers from the same school) are eligible to receive discounted registration fees. See page 23.

### DECEMBER

**Singing to Learn: A Multicultural Approach to Early Childhood Curriculum** (p. 29) | Fee: \$30

\_\_\_ Tuesday, December 9, 4:30–7:30 p.m.

**Comic Books: A Pathway to Learning** (p. 29) | Fee: \$40

\_\_\_ Tuesday, December 16 and Wednesday, December 17, 4:30–7:30 p.m.

### JANUARY

**Engaging Students in Environmental Issues: Writing and Performing Fables** (p. 31) | Fee: \$20

\_\_\_ Tuesday, January 6, 4:30–7:30 p.m.

**See What It Means: Using Drama to Enhance Student Comprehension** (p. 32) | Fee: \$20

\_\_\_ Wednesday, January 14, 4:30–7:30 p.m.

**A Great Day in Harlem: Film & Discussion** (p. 34) | Fee: \$13

\_\_\_ Sunday, January 25, 4–5:30 p.m.

### FEBRUARY

**Beyond the Baton: Iván Fischer** (p. 34) | Fee: \$10

\_\_\_ Saturday, February 7, 6–7 p.m.

**A Taste of the Arab World** (p. 35) | Fee: \$150 series (\$60 each session)

\_\_\_ Saturdays, February 28, March 7, and March 14, 11 a.m.–4 p.m.

### MARCH

**Bringing Patterns to Life: Dance and Math** (p. 29) | Fee: \$20

\_\_\_ Monday, March 16, 4:30–7:30 p.m.

**But Then, She’s Betty Carter: Film & Discussion** (p. 35) | Fee: \$13

\_\_\_ Sunday, March 29, 4–5:30 p.m.

**Developing Reading Comprehension Skills Through Bookmaking and Book Arts** (p. 31) | Fee: \$50

\_\_\_ Monday, March 30 and Tuesday, March 31, 4:30–7:30 p.m.

### APRIL

**Impacting Descriptive Writing Through Drama** (p. 29) | Fee: \$20

\_\_\_ Wednesday, April 1, 4:30–7:30 p.m.

**Broadway Up Close and Personal: Sheldon Harnick** (p. 34) | Fee: \$16

\_\_\_ Monday, April 20, 7–8:30 p.m.