



WEEKDAY STUDENT MATINEE TICKETING POLICIES

Reservation Requests and Deposits

- To make a reservation request, please email the Education Department at education@americanstage.org.
- **All reservation requests must be made in writing.**
- If American Stage is able to accommodate your reservation request, you will receive an email confirmation and invoice within 5 days of your request.
- If a performance is sold out, schools may ask to be placed on a waiting list.
- **A deposit is REQUIRED within 14 days of an approved reservation request.** Deposits can be made via credit card or check.
- Deposit requirements:
 - \$25 if requesting 10 or fewer seats
 - \$100 if requesting 100 or fewer seats
 - \$250 if requesting a buy-out for a performance (175-182 seats)
- Deposits will be fully refunded only if American Stage receives a written cancellation request via email or regular mail at least 30 days in advance or more of the selected performance date.
- Not paying the deposit on time does not release the seats.

Tickets

- Student tickets range from \$10-\$12 each, depending on the production.
- Schools receive 1 complimentary chaperone ticket for every 10 student tickets purchased. Additional chaperone tickets are \$15 each.

Final Payment and Reservation and Cancellation Policies

- **Full payment is due 2 weeks before the selected performance date.**
- No refunds are given for absent students or chaperones.
- Schools may request additional seats up to 7 days before the performance. If available, American Stage will honor this request.
- Payment for additional seats is due at time of reservation if this change occurs less than 30 days prior to the performance.
- If a school cancels less than 30 days before a performance all monies are forfeited.
- If full payment has yet to be received, the school is still responsible for paying for the tickets ordered and the confirmed reservation becomes a **FINAL SALE**.