

# Discovery Theater Group Sales Request Form (2017-2018)

**Return via fax only: 202-633-1322**

## **IMPORTANT! PLEASE READ BEFORE SENDING THIS FORM:**

-We define a group as **10 or more children over the age of 2**. If you have a smaller group, please call us or go online to purchase tickets at the regular price.

-A credit card number is required on all forms. Requests without a credit card number will not be accepted.

-Groups of 10-19 children are required to pay in full at the time of reservation. The credit card will be charged upon receipt of your form.

-Groups of 100 children or more are required to make a 20% deposit via credit card at the time of reservation. The credit card will be charged for the deposit upon receipt of your form.

-Please use the notes section at the bottom to list additional performances, alternate dates/times, any special needs or interpreter requests that we should be aware of.

-Please allow up to 48 hours from the time of your request to receive confirmation of your order. This request does not guarantee your tickets. Do not assume you have tickets until you are faxed or emailed a confirmation. Your confirmation will include a total price and instructions for payment.

Group/School Name: \_\_\_\_\_

Group/School Address: \_\_\_\_\_

\_\_\_\_\_

Business/School Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Emergency Phone/Cell (day of show): \_\_\_\_\_

Show Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Children: \_\_\_\_\_ # Adults: \_\_\_\_\_ Children's Age Range or Grade: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Code (3 digits): \_\_\_\_\_ Name on Card: \_\_\_\_\_

Would you like us to automatically charge the credit card on due date? \_\_\_\_\_YES \_\_\_\_\_NO

**Your card will be charged today if you have less than 20 children OR if you are reserving for 100+ children (20% deposit). For all other reservations, the credit card is still required to hold your reservation but is not charged at this time.**

**Alternate date/time if 1<sup>st</sup> choice is not available:** \_\_\_\_\_

**Additional performances to book (dates/times):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Any Special Needs? (wheelchairs, interpreter, etc.):** \_\_\_\_\_