



Embassy Theatre Study Trips

COMMITMENT TO COMMUNITY

Reservations



To make your reservations please email Studytrips@fwembassytheatre.org
or call the Embassy Box Office at 260.424.5665

Costs and details:

- \$3.00 per student -- Groups of 12 or larger
- Teachers no charge
- Chaperones no charge (up to 1 for every 5 students)
Sorry, no groups smaller than 12

Fees are payable day of trip. Cash, check or credit card accepted. Teachers wishing to cancel or reschedule their trip must do so no later than one week prior to the scheduled date or they will be invoiced a \$25.00 late cancellation fee.

Information to have on hand when you make your reservation

- School name, address, phone
- The best time of day to phone you
- Your e-mail address
- Total number of students expected to attend and the number of classes
- Total number of parents or other adults expected to attend
- At least two dates you would like for your visit
- Time parameters for your buses. How early you can depart from school, how late you can return, etc.
- Whether you want an AM or PM trip
- The cost of your transportation if you are applying for transportation assistance

The small print

The Embassy is a working theater. Because of possible conflicts with theater events, trips will be only be guaranteed 60 days before scheduled date. Every effort will be made to accommodate interested groups.