



Embassy Theatre Study Trips **COMMITMENT TO COMMUNITY** Reservations



To make your reservations, call the Embassy Box Office at 260.424.5665

Currently we are scheduling trips for Sept. and Oct. 2009, and April and May 2010.

- \$2.50 per student -- Groups of 20 or larger
- \$3.00 per student -- Groups of 12 to 19
- 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.

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.

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 reservations

- 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