

PERFORMANCE	Date	Time	Price	Students	Teachers	Total
THE PLAY THAT GOES WRONG	Thursday 23 October	7.30pm	\$50 per student (1 free teacher per 10 students)			
	Friday 24 October	7.30pm				
	Saturday 25 October	2.30pm				
		7.30pm				

## SCHOOL DETAILS

School	Phone number
Postal address	
Suburb	Postcode
Admin Email address	

## TEACHER DETAILS

Name	Department
Direct Email	

### Accessible Requirements Do any of your students have any accessible seating requirements? (Please tick)

☐ Wheelchair seating
 ☐ Assisted listening devices
 ☐ Carers
 ☐ Special needs

We will confirm requirements closer to your excursion date.

## 7 Easy Steps:

### Step 1 - Book

Book your tickets by sending in the booking form via email to [education@glasshouse.org.au](mailto:education@glasshouse.org.au)

### Step 2 - Final Numbers

Final numbers are due ten (10) weeks prior to the event you are attending.

NOTE: If the event date falls in Term 1, final numbers will be due week six (6) of Term 4 the year prior.

### Step 3 - Invoicing

An invoice will be sent out six (6) weeks prior to the event you are attending as per the final numbers given.

NOTE: If the event date falls in Term 1, invoices will be sent out by week seven (7) of Term 4 the year prior with payment due prior to Term 4 ending.

### Step 4 - Final Payment

Final payment is due no later than four (4) weeks prior to the event you are attending.

NOTE: If the event date falls in Term 1, final payment will be due prior to the last day of Term 4 the year prior.

### Step 5 - Teachers' Resource Packs

Once you have paid your invoice, we will send you any relevant teachers' resource packs.

### Step 6 - Planning Your Visit

The Glasshouse website has useful information for planning your visit, including a fact sheet and a 'venue and safety' information sheet to assist in preparing the school risk assessment.

### Step 7 - Enjoy Your Visit on the Day

☐ I have read and accept the Glasshouse Education Booking Terms & Conditions above. Please refer to [www.glasshouse.org.au/Education](http://www.glasshouse.org.au/Education) for further information.

#### OFFICE USE

Form received:..... Final no. email:.....

Booking processed:..... Final numbers confirmed:.....

Confirmation email:..... Invoiced:.....