



## Check List

In order for us to secure future tickets it is important that you complete these steps before and after each performance. Thank you.

### BEFORE YOU ARE ABLE TO PARTICIPATE

- Did you turn in the *Live Theater Program Sign Up* form?
- Did you speak with the Director of Arts to go over details of the program?

### BEFORE THE SHOW

- Did you receive a confirmation e-mail?
- Did you confirm that you can use all the tickets reserved?
- Did you send us your/your chaperone's name and cell phone number?
- Did you orient your students about the guidelines, etiquette, and rules of the theater?
- Did you collect the Media Consent forms from the students?

### AFTER THE SHOW

- Did you receive an invoice?
- Did you send a check to CEI, 28 West 44th Street, Suite 300 New York, NY 10036, Attn: Jackie Pine?
- Did all of your students fill out the *Student Response Form* and did you send/email/fax them?

Please call Jackie Pine at 347-514-1982 or email her at [jpine@thecei-pea.org](mailto:jpine@thecei-pea.org) with any questions or comments

Did you send any pictures of the students taken at the performance?

Did you fill out the *Educator/Chaperone Monkey Survey* online?