



How Does the Live Theater Program Work?

STEP ONE: SIGN UP

- To be added to our Live Theater mailing list, submit a Live Theater Program Sign Up form and contact Jackie Pine to schedule an orientation.

STEP TWO: TICKETS!

- Tickets are available anywhere from a week before the performance to the day of the show
- Tickets to Broadway: donation of \$7 each
- Tickets to Off Broadway, Music, and Dance: donation of \$4 each

STEP THREE: EMAILS

- A “Ticket Offer” email will be sent from me with the information, date, time, and location of the performance

STEP FOUR: RESPOND

- Email your ticket requests to: jpine@thecei-pea.org
- Please be as specific as possible, include a number of tickets needed and date preference (if more than one date is offered)
- Tickets are usually assigned on a first come, first served basis
- Reliability and punctuality also influence the decision

STEP FIVE: MAKING ARRANGEMENTS WITH YOUR STUDENTS

- Before you give the final number, verify that you can fill the request for tickets with students
- Have a waiting list in case there are last minute cancellations (and there usually are)
- More students than adults are required in every group
- A “Confirmation” email will be sent to you with the assigned number of tickets and ticket pick up information
- Please reply to the confirmation email with the contact information for the lead chaperone for that performance

STEP SIX: PICK UP YOUR TICKETS

- NEVER GO TO THE BOX OFFICE: Someone from Early Stages at CEI *Live Theater Program* will be standing near the entrance of the theater with your tickets
- Please bring (or fax ahead of time) DOE Media Consent forms for all students
- **Everyone should arrive at least 40 minutes prior to curtain**

STEP SEVEN: AFTER THE SHOW

Please call Jackie Pine at 347-514-1982 or email her at jpine@thecei-pea.org with any questions or comments

- Invoices will be sent out within a week after the performance- no money is collected at the theater (we do have a vendor number so please let me know if you want to pay through the DOE)
- Make checks out to CEI and mail:
 - ATTN: Jackie Pine, 28 West 44th Street, Suite 801, New York, NY 10036,
- Send your student response forms via mail, email, or fax within a week of attending a performance so that we can thank the theater.