

# RESERVATION GUIDELINES

(REVIEW NEW POLICIES)

## TO RESERVE TICKETS

Download and print out a ticket order form at [www.clemson.edu/brooks](http://www.clemson.edu/brooks) under the Tri-ART tab. Return the completed form **BY MAIL ONLY**.

While reservations for Tri-ART performances may be made throughout the year (as long as seats are still available), we encourage you to submit your reservation request as soon as possible as Tri-ART performances sell out quickly.

## TEACHER and CHAPERONE TICKETS

Everyone attending a Tri-ART show must be counted in your total. Make sure to include **teachers** and **chaperones** in the final headcount when filling out your reservation form.

## PAYMENT

You will receive an email invoice for your order. You must submit payment by the date indicated on your invoice or you will forfeit your tickets. Payments by check should be made out to Clemson University. Once your order is processed, your reservation is final and **NO RETURNS or EXCHANGES** will be made.

## GENERAL INFORMATION

- Tri-ART performances are typically one hour in length, with either a 9:30 AM or 10 AM start time.
- Doors to the theatre generally open 30 minutes prior to the performance.
- The House Manager and Ushers may direct you to pre-designated seats for certain shows. SOLD OUT shows mandate that we create a seat map in order to accommodate all ticketholders.
- Since each unfilled reservation prevents another child from attending an event, we will not accept reservations from groups who failed to attend three or more reserved Tri-ART events in the previous season without contacting us. Please call or email us in advance if you find you are unable to attend.

## PARKING INFORMATION

Tri-ART parking spaces are available in the Brooks Center parking lot for cars and vans that hold 15 or fewer passengers. This area will be designated with signs and attendants. Parking fills up fast, particularly for our SOLD OUT shows. Overflow parking will be directed to the lawn adjacent to the Strom Thurmond Institute. Carpooling is encouraged.

School buses will be directed to a specified area. See the parking attendant for parking directions.

## SPECIAL NEEDS

To discuss accommodations for students with special audio, visual, or physical needs, please make note on your reservation form or contact the Tri-ART Coordinator, Nancy Martin.

## INCLEMENT WEATHER OR CANCELLATION

In case of inclement weather, call us at 864-656-7787 the morning of the show. We will update our outgoing message about any cancellations by 8 AM. In the event of a cancellation, a credit will be issued for another performance.

Nancy Martin, Box Office Manager/Tri-ART Coordinator • [nmartin@clemson.edu](mailto:nmartin@clemson.edu) • 864-656-8278  
Brooks Center Box Office/Tri-ART  
Clemson University  
BOX 340526  
Clemson, SC 29634-0526

Tri-ART EVENT	TIME	DATE	PRICE	# OF STUDENT TICKETS	# OF ADULT TICKETS	TOTALS
Fei-Fei, piano	10 am	Wednesday, September 12	FREE			
<i>My Mouth is a Volcano</i>		<b>SOLD OUT</b>				
Ranky Tanky	9:30 am	Tuesday, October 2	FREE			
<i>Jigsaw Jones and the Case of the Class Clown</i>	9:30 am	Friday, October 5	\$2			\$
<i>Danny Carmo's Mathematical Mysteries</i>	10 am	Monday, October 15	\$2			\$
Lightwire Theatre presents <i>The Ugly Duckling</i>		<b>SOLD OUT</b>				
<i>Nugget and Fang</i>	9:30 am	Monday, October 29	\$2			\$
Tigeroar and TakeNote	9:30 am	Thursday, November 1	FREE			
CU Symphony Orchestra	9:30 am	Tuesday, November 13	FREE			
Third Coast Percussion	9:30 am	Wednesday, November 28	\$2			\$
<i>Rosie Revere, Engineer</i>	10 am	Thursday, January 10	\$2			\$
Erth's Prehistoric Aquarium Adventure	10 am	Tuesday, January 29	\$2			\$
<i>The Magic School Bus: Lost in the Solar System</i>		<b>SOLD OUT</b>				
<i>Madeline and the Bad Hat</i>	9:30 am	Wednesday, March 13	\$2			\$
CU Percussion Ensemble and CU Steel Band		<b>SOLD OUT</b>				

Total \$
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**AN INVOICE WILL BE SENT BY EMAIL**

**Check your invoice carefully – we may not be able to honor all requests.**

# Cars \_\_\_\_\_ # Buses \_\_\_\_\_

Age(s) / Grade(s) \_\_\_\_\_

Special Needs or Accommodations? \_\_\_\_\_

**CONTACT INFORMATION**

\_\_\_\_\_  
School/Homeschool Contact Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone