



Pioneer Center Youth Programs

Program Order Form

**Orders may be placed by your choice of three methods:
phone (775-686-6142), fax (775-686-6624), or email (dennyse@pioneercenter.com)**

When scheduling your programs, please remember:

- For schools in the immediate Reno-Sparks vicinity, the cost of the programs is \$200. For schools outside the Reno-Sparks area, the cost is \$250. You will receive an invoice with your booking confirmation. Payment is due two weeks prior to the first program.
- Regular booking dates are SEPTEMBER 2009 through JUNE 2010. Some artists are available only certain dates. CHECK the Artist Availability Dates sheet before requesting an artist. Take into consideration holidays, vacations, and in-service dates. Please make sure you mark your CONFIRMED booking date and time on your school's master calendar.
- Each program consists of two back-to-back assemblies: 30 minutes for grades K-3 and 40 minutes for grades 4-6. Please schedule approximately 15 minutes between these back-to-back assemblies. An example for a morning program would be: 9:00 am for K-3 and 9:45 am for 4-6. Afternoon programs are typically scheduled after your lunch period, around 1:30 pm for K-3 and 2:15 pm for 4-6.
- Artists usually have their own equipment and only need to schedule set-up/break-down time. Artists will be in direct contact with your school to arrange these times.
- Our programs are supported by several grants. In order that we continue to receive grant monies, we are required to evaluate our programs. An evaluation form for both students and teachers will be provided. We hope that you and your students will take the time to complete these forms. We gather important information from these forms to satisfy conditions of our grants. We appreciate you mailing these forms back to Pioneer Center Youth Programs soon after the program is completed.

ARTIST	DATE		TIME
	1 st Choice	2 nd Choice	

SCHOOL: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Email: _____

To order programs, consult your packet or call Dennyse Sewell at 775-686-6142