



2019–20 Assembly Series Order Form

Section I. School Information

Please fill out the form completely. Should you have any questions, please call the Arts Education department at 973.297.5828.

School Name: _____

School Address: _____
Street Address

_____ City State Zip

_____ School Phone Number School Fax Number School Website

County: _____ School District: _____

Principal

Name: _____
Salutation First Last

_____ Principal's Phone Number Principal's Email Address

School Secretary

Name: _____
Salutation First Last

_____ School Secretary's Phone Number School Secretary's Email Address

Assembly Coordinator *The Assembly Coordinator is the individual responsible for coordinating the assembly.*

Name: _____
Salutation First Last

_____ Coordinator's Phone Number Coordinator's Email Address

Section II. Assembly Information

ASSEMBLY NAME	GRADE LEVEL	TOTAL # OF STUDENTS	TOP THREE AVAILABLE DATES/TIMES

- Our school is flexible with the day and time.
- Our school can only have the assembly on one of the dates listed above.



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Section III. Site Information

Please answer all questions.

Facility available for assembly:

Auditorium - Total Seating Capacity: _____

Multipurpose Room - Total Seating Capacity: _____

Gym - Total Seating Capacity: _____

Cafeteria - Total Seating Capacity: _____

Other: Please describe:

Type of Flooring per facility: Wood-Sprung Linoleum Tile Concrete

Does your facility have stage lights? Yes No

Piano available? Yes No

Microphone available? Yes No

Sound System available? Yes No

Technical Contact at School

Name _____

Phone _____

Email _____

Section IV. Payment Information

- Order forms submitted without payment will not be processed and full payment is due at the time of ordering. Acceptable forms of payment include check (school or personal) or money order.
- Please note: If the preferred payment options are not immediately available, a school purchase order may be submitted and an invoice will be sent to you. A purchase order is a legally binding document. A copy of your purchase order must accompany this order form. A purchase order is only used to secure assemblies, it is not considered payment. It is the responsibility of the school contact listed on this order form to ensure that their finance office receives the necessary paperwork to submit a payment.
- Actual payment must be received 30 days after successful submission of this order form. Orders not paid by that time are subject to cancellation by NJPAC. If you or your school has a previous unpaid balance, new orders will not be accepted until the balance is paid in full.
- Enclosed: Please make all checks, money orders and purchase orders payable to "New Jersey Performing Arts Center."
- Personal or School Check # _____
- Purchase Order # _____
- Grand Total: \$ _____



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Section V. Order Completion

- I certify that the information entered in this order form is true and complete.
- I understand that an order is not complete until I receive a confirmation of receipt from NJPAC and an invoice. I have also read and understand the NJPAC payment policies.

Signature of School Principal and/or District Supervisor:

Title:

Date: _____

You're almost done!

Please send the entire form and payment to:

New Jersey Performing Arts Center
ATTN: Kyle Conner / Manager, Sales & Partnerships
1 Center Street
Newark, NJ 07102
or FAX to 973.642.0654
or EMAIL to kconner@njpac.org