



Dear Patron,

Thank you for choosing Spivey Hall for your field trip experience. Please read the policy and procedural information carefully and let us know if you have any questions. All registrations can be made online at the Spivey Hall website at [www.clayton.edu/spiveyhall/education](http://www.clayton.edu/spiveyhall/education). For questions or assistance with the registration process please call 678-466-4491. We look forward to welcoming you to the Clayton State University campus!

**The Staff of Spivey Hall Education**

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Registration Instructions

- **Groups of 10 or more that need an invoice may request reservations through this link: COMING SOON!**
- **Groups of less than 10 may purchase their tickets through this link: <https://itkt.choicecrm.net/templates/CLAY/> (Single tickets will be on sale on August 1)**
- All registrations are processed in the order in which they are received.
- Registration requests will be addressed within 2 business days.
- Teachers attending multiple performances throughout the year should complete one registration form for each performance.
- Large groups should submit alternate performance dates in the event that your first choice is not available.
- Spivey Hall will email confirmation materials to all registered and paid patrons.



## Payment Policies

- The fee to attend a Young People's Concert is **\$2 per person in advance** including teachers, chaperones, and children two and older.
- Ticket price increases to **\$5.00 the day of the performance**. Walk-ups are subject to availability.
- School groups can receive an invoice to submit to their bookkeeper and **payment must be made at least one month prior to the performance**. Seats will be held for your group and if payment is not made by one month prior to the performance your group is still responsible for full payment, and the seats may be released to groups on the waiting list.
- The Spivey Hall Education Department must be **notified of any changes** in the number registered for a group at least one month before the performance. If a group brings **less** students than the number registered without notification, the difference will not be refunded.

## Cancellation Policies

- Cancellations can be made without penalty up to one month prior to the performance date.
- **If a group has not paid for its reserved seats and does not cancel within the one month window, the group is still responsible for the payment of those seats**. Such organizations may also be required to pay for future performances at the time of registration (no invoicing).
- In the rare event that Spivey Hall cancels a performance, registered attendees may transfer their registration to an alternate performance or may receive a full refund.