



March 2020

**MEMO TO:** Principals, Coordinators, and Teachers

**FROM:** Stu Hirayama, HTY School Reservations Manager

**SUBJECT:** Reservations for HTY 2020-2021 productions

**ACTION REQUIRED - DEADLINE FRIDAY, APRIL 17, 2020** (to set reservations by the end of the current school year)

**RESERVATIONS:** Please return the enclosed Reservation Form by MAIL: **Honolulu Theatre for Youth, 1164 Bishop St., Suite 910, Honolulu, Hawaii, 96813**; FAX: **808-839-7018**; or scan and email to **[schools@htyweb.org](mailto:schools@htyweb.org)**. For questions, call Stu Hirayama, School Reservations Manager at 839-9885 x701 or email [schools@htyweb.org](mailto:schools@htyweb.org).

**FOR THOSE WHO REQUEST *STORIES OF OCEANIA*:** In May 2020, your school will receive the Final Confirmation Form (your performance date/time confirmation) for *Stories of Oceania*, at which time you should acknowledge your acceptance, request to re-schedule, or cancel your reservation. Prior to the opening of school in August 2020, you will receive your Attendance Form, and the Education Materials for this production will be on our website: **[htyweb.org/study-guide/](http://htyweb.org/study-guide/)**

**ALL OTHER PRODUCTIONS:** For schools returning their request forms by April 17, you will receive a Season Confirmation in May with a list of reserved dates and times for the 2020-2021 season. For all others, your Season Confirmation will be sent by the end of June 2020. Your school should return the Season Confirmation Form to accept, change, or cancel your reservations. A Final Confirmation for individual shows will be sent to your school *approximately 7 weeks prior to the opening of each production*. Written cancellations are accepted with no charge up to the final confirmation deadline, after which the HTY Cancellation Policy takes effect.

#### CANCELLATION POLICY

If you cancel after a show's final confirmation deadline, your school will be billed \$25 per 75 seats reserved. If you cancel less than four weeks before the opening of the production, your school will be charged \$6.00 for each reserved seat, as it creates vacancies that other schools may have been able to fill. Your principal's signature on the reservation form indicates acceptance of the cancellation policy.

**ALL Cancellations must be in writing** (mail, fax, or email).

**ADMISSION:** Admission for the 2020-2021 Season is \$6.00 per student, or \$4.50 for those who qualify for DOE free/reduced lunch. HTY requests adult supervision of one adult per class (approximately 25 students). Teachers and required aides are admitted free; all other adults (e.g. parent chaperones) pay \$6.00 each.

**PRE-SEASON DISCOUNT CARDS:** Pre-season Discount Cards save \$1.50 on each admission and are available for purchase **ONLY** until **Friday, July 10, 2020**. For more information, please contact HTY at 839-9885 x701.

**BUSES:** Title I Schools may be eligible to receive assistance paying for bus transportation costs. HTY has received funding from the City & County of Honolulu and the State of Hawai'i. Forms will be sent to eligible groups in **May**. The granting period will begin in **June**.

**EDUCATION MATERIALS:** The HTY Second Stage Education Guide and HDOE & Common Core Standards will be available on our website ([htyweb.org/study-guide/](http://htyweb.org/study-guide/)) approximately 2-3 weeks before the opening of each production.

1. Return Teacher Reservation Form to HTY. For best selection of dates/times, submit by **April 17, 2020**.
2. School receives final confirmation for *Stories of Oceania* in early/mid-**May 2020**.
3. School receives Season Confirmation Form (with 2020-21 assigned dates & times) by **end of May** for those schools returning their reservation forms by April 18. Schools submitting after April 18 receive their Season Confirmation by the end of **June 2020**.
4. HTY mails show-specific Final Confirmation Form ~7 weeks prior to the opening of each production.
5. School returns Final Confirmation Form to HTY with updated reservation numbers by due date.
6. HTY mails Attendance Form to school and Educational Materials go online about 3 weeks before each show opens.
7. (optional) Order and pay for Pre-Season Discount Admission Cards by **July 10, 2020**.