

University Arts Series 2017-2018

Subscription Instructions

Subscription Deadline

The **subscription deadline is June 30**. No subscription orders will be accepted after this date. Subscription prices expire on June 30. All events will go on sale to the general public on July 17 at 10 a.m.

Ordering Your Subscription

Create your own series package by choosing the events you want to see. Packages begin at a minimum of four events.

CURRENT SUBSCRIBERS

Current Subscribers should follow the ordering instructions in the letters received in early June 2017. If you did not receive a letter, please call 304-293-SHOW for assistance.

NEW SUBSCRIBERS

New subscription orders are processed in the order of receipt. New subscribers are seated in the best available seats for each performance selected. No subscription orders will be accepted after June 30. **Please note: Subscription tickets are limited to four tickets per event.**

SUBSCRIBERS WHO WISH TO BE SEATED TOGETHER

If you wish to be seated with another subscriber who is ordering separately, you must **submit both orders at the same time** and clearly mark on **both forms** your desire to be seated together. Combining orders is not recommended because it will result in decreased subscription benefits.

Convenient Payment Options

We offer two convenient payment options to make your University Arts Series subscription more affordable.

FULL PAYMENT

You pay the entire series cost when you place your order. We accept payment by cash, check (made payable to WVU), Visa, Mastercard and Discover.

PAYROLL DEDUCTION

WVU faculty and staff; WVU Research Corporation employees; and WVU Foundation employees may use payroll deduction to pay the cost of a series subscription. (WVUH and UHA employees are not eligible for this payment option.) Payroll deduction will begin August 16 and the cost of the series will be deducted from six consecutive checks. A minimum order of \$400 is required. **The deadline to enroll in payroll deduction is June 30.**

Place Your Order

By Telephone

Call 304-293-SHOW (7469)

Visa/MasterCard/Discover only

Hours: Weekdays 10 a.m. - 5 p.m.

By Mail

University Arts Series

PO Box 6017

Morgantown, WV 26506-6017

In Person

Visit the Mountainlair or

Creative Arts Center box offices

Hours: Weekdays 10 a.m. - 5 p.m.

WVU Students

Discounted rates are available at the Mountainlair and Creative Arts Center box offices. Students must present a valid WVU Student ID to redeem their discount. The subscription order must be placed in the qualifying WVU Student's name. Discounts are limited to one discounted ticket per valid ID.

House Policies

All patrons, regardless of age, must purchase a ticket.

Doors

We strive to open the theater doors 30 minutes prior to the start of the performance. We appreciate your patience when this opening time is not achievable.

Late seating

Once a performance has begun, late seating opportunities are limited and may occur only during specific times. Late seating policies are determined by the individual production and are not under the control of WVU Arts & Entertainment. Be sure to plan your arrival/travel time to allow for traffic and parking. Refunds will not be given to latecomers. Should you arrive after the Box Office has closed and need to claim will-call tickets, you can pick up your tickets at the Guest Services kiosk in the lobby.

Cameras, Video Cameras and Recording Devices

Video cameras and audio recording devices are strictly prohibited within the theater. Generally, personal cameras are permitted but the use of flash is not. Show-specific policies regarding these devices are posted at the theater entrances.

Refunds

All ticket sales are **FINAL**. Refunds are available only when an event is cancelled. All artists and their repertoire are subject to change.

Audience Services

Accessible Seating

The needs of our patrons with mobility challenges are accommodated through special seating assignments. Please call 304-293-SHOW to make accessible seating arrangements.

Hearing Assistance

The Lyell B. Clay Theatre is equipped with an FM assistive listening system. These devices allow patrons to use their own headset or to use the headset provided. Assistive listening devices can be picked up at the Box Office before the show. Please call 304-293-SHOW with questions or to reserve your device.

Sign Language Interpretation

If you require an American Sign Language interpreter, one will be provided with one week advance notice. Please call 304-293-SHOW to request an interpreter.

Coat Check

A complimentary coat check is available seasonally in the main lobby of the Creative Arts Center.

Lost and Found

Items left behind following performances are kept in the Creative Arts Center Box Office. Unclaimed items are disposed of after a period of six months. Call 304-293-SHOW to inquire about lost items.

Refreshments

Refreshments will be available for sale in the Creative Arts Center lobby beginning one hour prior to show time. Concession windows are located adjacent to the box office and close immediately following intermission.

University Arts Series 2017-2018

Subscription Order Form

Subscriber Information

Account# _____

Name: (Last) _____ (First) _____

Day Phone: () _____ Evening Phone: () _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

To protect our subscribers from unwanted solicitation, we do not share or sell our mailing lists.

Make Your Event Selections

Subscription Packages start at 4 events

EVENT	DATE	Subscription Ticket Price Rows G-GG	Number of Tickets	TOTAL
<input type="checkbox"/> Mountain Stage	Sun, Sept 10 • 7:00 p.m.	\$24	x	\$
<input type="checkbox"/> Stephen Stills and Judy Collins	Wed, Oct 4 • 7:30 p.m.	\$59	x	\$
<input type="checkbox"/> Pittsburgh Symphony Orchestra	Mon, Oct 16 • 7:30 p.m.	\$49	x	\$
<input type="checkbox"/> <i>Dirty Dancing</i>	Thurs, Nov 9 • 7:30 p.m.	\$56	x	\$
<input type="checkbox"/> <i>Elf</i>	Sun, Nov 12 • 6:00 p.m.	\$56	x	\$
<input type="checkbox"/> Moscow Ballet's <i>Great Russian Nutcracker</i>	Fri, Dec 1 • 7:30 p.m.	\$52	x	\$
<input type="checkbox"/> Mountain Stage	Sun, Jan 14 • 7:00 p.m.	\$24	x	\$
<input type="checkbox"/> <i>RAIN - A Tribute to the Beatles</i>	Wed, Feb 14 • 7:30 p.m.	\$49	x	\$
<input type="checkbox"/> Adam Trent	Sun, Feb 25 • 7:00 p.m.	\$49	x	\$
<input type="checkbox"/> Foreigner	Wed, Mar 7 • 7:30 p.m.	\$79	x	\$
<input type="checkbox"/> Wycliffe Gordon and His International All Stars	Fri, Mar 23 • 7:30 p.m.	\$24	x	\$
<input type="checkbox"/> <i>Cinderella</i>	Tues, Apr 3 • 7:30 p.m.	\$56	x	\$
<input type="checkbox"/> Straight No Chaser	Sat, Apr 7 • 7:30 p.m.	\$49	x	\$

FOR OFFICE USE ONLY

NS _____ CS _____

Date/Time _____

VISA MC DSC CHECK CASH Payroll Ded

Seat #s _____

Operator Code _____

Event Total

WV state sales tax and a \$4 fee are included in all prices.

Processing Fee

\$ 15.00

University Arts Series Gift (Optional)

\$

GRAND TOTAL

\$

Subscriber Status

☐ Current Subscriber ☐ New Subscriber

Special Seating Request

- ☐ Closer to the stage but may be end of row. ☐ Center of a row, regardless of proximity to stage.
- ☐ Wheelchair Accessible: _____ # of seats _____ # of wheelchair spaces
- ☐ Limited Mobility
- ☐ Hearing Assist Device
- ☐ Other _____

Friends of the University Arts Series

If you donated to the Friends of the University Arts Series, you will receive name recognition in the University Arts Series programs. Please print your name below as you wish it to appear:

☐ I wish to remain anonymous

Select Your Payment Method

☐ **PAYROLL DEDUCTION** ☐ West Virginia University ☐ WVU Research Corp. ☐ WVU Foundation
Minimum order of \$400 required.

Employee Name: _____

College/Department: _____

Job Title: _____

I understand that my payroll deduction will begin on the August 16th paycheck and will be deducted from 6 consecutive paychecks.

Signature: _____ Date: _____

☐ **PAYMENT OF FULL ORDER** ☐  ☐  ☐  ☐ Check ☐ Cash

Card Number: _____ Expiration Date: _____

Signature: _____