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Principal: Mr. Ralph Sorochan
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Win Ferguson Christmas Concert Tickets

December 6, 2017

Dear Parent/Guardian,

This year, we will once again be having TWO Christmas Concerts (Matinee and Evening) at the Shell Theatre on Thursday, December 21. We sincerely thank the Win Ferguson PTA for funding the theatre and busses for this event! There will be a Matinee Performance at 12:15pm and an Evening Performance at 6:00pm. These shows are full performances and NOT dress rehearsals. Students are asked to dress in their Sunday best for each performance. We ask that students in Grades 1-6 attend both concerts and stay for the entire performance, as this allows both of our concerts to be exactly the same, no matter which show a family chooses to see. Parents not attending the evening show can drop off students at 5:45 PM and pick-up students at 7:15 PM. We invite you to come and sharpen your saw, by taking in a wonderful Christmas performance by our SHINING students.

Kindergarten and LINKS students will perform at the AFTERNOON (Matinee) CONCERT, ONLY. At past concerts, ECS and LINKS students were much more successful only performing at the Matinee concert, than they were performing at two concerts. We realize this is not everyone's preference, but this decision is absolutely in the best interests of student success. *Beginning with the end in mind, Kindergarten and LINKS parents will have first priority for Matinee Performance tickets, as this is the only show their children will be performing at.*

We cannot accommodate all of our Grades 1-6 families at the Evening Performance, as the Shell Theatre does not have enough seats. Some individuals will end up being disappointed, if all families choose to attend the Evening Performance. **We need to have some of our families choose the Matinee Performance.** If you are able to attend the Matinee Performance, please be proactive and make that your choice. We thank you for SHINING and considering others. In the event we have more requests for the evening show than we have seats, we will have a random draw for **all** the evening seats. Those families not drawn will receive Matinee tickets.

Each show will have tickets and seating will be RESERVED. There is no need to stand in line for seats, as your tickets will have a corresponding seat number. Children 2 years of age and under may sit on the lap of an adult. All others require a reserved ticket. These are the regulations of the Shell Theatre. There will be ushers at the theatre to help you find your seats, if needed.

YOU WILL BE ORDERING YOUR TICKETS ONLINE, USING THE SAME WEBSITE THAT WE BOOK PARENT TEACHER INTERVIEWS <https://www.schoolinterviews.ca/> See the instructions on how to order on the attached page!!

Families must order their tickets by Thursday, December 14th, 2017.
Please put first things first. Don't be disappointed.

Families may order a maximum of 2 tickets
and request up to two additional tickets.

Families requesting additional tickets will be put into a random draw for leftover tickets, if necessary. The names will be pulled by a student from the school. Once all of the leftover tickets are claimed by the random drawing, the draw will be over and tickets will be distributed to families on December 18th. If you are drawn for additional tickets, there is a possibility that all seats may NOT be together. Please understand that we may not be able to accommodate every family's desire for multiple tickets. **Our sincere hope is that families will only order the tickets they require and will use.**

- ❖ **A Synervoice voicemail will be sent out letting parents know that the tickets will be arriving at your home. Tickets will be sent home with your youngest child, on December 18th.**
- ❖ **If you are unable to use the tickets that you have received, please return them to the school so other families may use them.**

****Concert Admission – Cash donation to the Win Ferguson Parent-Teacher Association, to offset the costs of renting the Shell Theatre and bussing students to the theatre.****

How to Order Concert Tickets

- 1) Remember that the deadline for all ticket orders is December 14th, 2017
- 2) **Go to www.schoolinterviews.ca**
- 3) **Enter the code MPFBF**
- 4) **Click GO**



- 5) **Enter the required data on the second page. Ensure your information is accurate and complete!**
- 6) **Click GO**



- 7) You can order up to **2 tickets per family** and request up to **2 extra tickets** for **either** the evening or afternoon performance
- 8) The left-hand boxes denote the **PERFORMANCE**: Matinee/Evening/Matinee Waitlist/ Evening Waitlist. (see examples on reverse side)
- 9) The right-hand boxes denote the **TICKET** number. (see examples on reverse side)
- 10) See how to fill out the boxes in the examples on the reverse side of this page.
- 11) **The third set of boxes is for waitlist tickets only. If you choose a regular performance, rather than the waitlist performance, your request will automatically be considered a waitlist request. You can request 1 or 2 waitlist tickets in the 3rd box, but only 1 regular ticket at a time, in the first 2 boxes.**

Turn over the page for examples.

12) **Example 1:** I need two evening tickets and am requesting 2 extra tickets for the Matinee.

Win Ferguson Community School Christmas Concert Tickets

Please note: each family can book a **MAX of 2 tickets**, if you would like more please select the **WAITLIST** and you will be contacted if extra tickets become available.

Step 2: Choose tickets.

- Select a performance from the first box, then select a ticket from the second box.
- Press the green "Go" button to go on to the next page.

Performance	Ticket
Evening Concert 6:00pm	1 Attendee - Evening Ticket
Evening Concert 6:00pm	1 Attendee - Evening Ticket
Matinee Concert (Waitlist)	2 extra matinee tickets requested

Go

13) **Example 2:** I need 1 Matinee ticket only.

Win Ferguson Community School Christmas Concert Tickets

Please note: each family can book a **MAX of 2 tickets**, if you would like more please select the **WAITLIST** and you will be contacted if extra tickets become available.

Step 2: Choose tickets.

- Select a performance from the first box, then select a ticket from the second box.
- Press the green "Go" button to go on to the next page.

Performance	Ticket
Matinee Concert 12:15pm	1 Attendee - Matinee Ticket

Go

14) **Example 3:** I need 1 Matinee ticket, 1 Evening Ticket and am requesting 1 extra ticket

Win Ferguson Community School Christmas Concert Tickets

Please note: each family can book a **MAX of 2 tickets**, if you would like more please select the **WAITLIST** and you will be contacted if extra tickets become available.

Step 2: Choose tickets.

- Select a performance from the first box, then select a ticket from the second box.
- Press the green "Go" button to go on to the next page.

Performance	Ticket
Matinee Concert 12:15pm	1 Attendee - Matinee Ticket
Evening Concert 6:00pm	1 Attendee - Evening Ticket
Evening Concert (Waitlist)	1 extra evening ticket requested

Go

15) **Based on these examples, order the tickets you require. Remember, you can order 2 (two) tickets and up to two wait tickets.**

16) **CLICK GO**

17) **You will get a confirmation page to review your order. CLICK FINISHED. An email confirmation will be sent to you.**

18) **You can change your order, up until the deadline.**

19) **Please ensure you are careful in ordering, as the system lets us know if your order does not match our maximum ticket criteria.**

20) **Deadline for ordering is December 14th! The site closes after this date.**

