



Kenton County School District | It's about ALL kids.

## Issue Paper

**DATE:**

10/1/25

**AGENDA ITEM (ACTION ITEM):**

Consider/ Approve the field trip performance contract between Taylor Mill Elementary and The Children's Theatre for fifth grade field trip to see the production of Elf on 12/18/25.

**APPLICABLE BOARD POLICY:**

01.1-Legal Status of the Board

**HISTORY/BACKGROUND:**

The Children's Theatre offers performances designed to educate, entertain, and engage audiences of all ages through professional theatrical productions and arts education programs. For over 100 years, the Cincinnati Children's Theatre has been creating lifelong memories for its audiences. This trip was previously approved at the September 2025 board meeting. This issue paper is retroactive due to a change in The Children's Theatre's contracting process for field trips.

**FISCAL/BUDGETARY IMPACT:**

\$900.00 Student Fee

**RECOMMENDATION:**

Approve the field trip performance contract between Taylor Mill Elementary and The Children's Theatre for fifth grade field trip to see the production of Elf.

**CONTACT PERSON:**

Carrie Holloway, Principal

*Carrie B Holloway*

Principal/Administrator

*Tina Wautman*

District Administrator

*[Signature]*

Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.*



TCT Offices  
4015 Red Bank Road  
Cincinnati, OH 45227

## Performance Contract

Order # 2025134  
PO#  
TCT invoice: 9565

NEW THIS YEAR PERFORMANCES AT  
**EMERY THEATER 1112 Walnut Street Cincinnati, Ohio 45202**

Taylor Mill Elementary  
Ms. Jordan Greene  
5907 Taylor Mill Road  
Covington, KY 41015

Show	Student Tickets	Comp Tickets	Chaperone Tickets
Date Time			
September 4, 2025			
Dear Ms. Greene			
Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 25/26 season!			
<b>Elf the Musical JR.</b> 12/18/2025 @ 9:45am	90	5	0

Your booking is not considered "confirmed" until this agreement is signed and returned to TCT. If this contract is not received after 7 days, TCT reserves the right to release the performance dates and/or seats to others. Deposit: A 50% deposit is due at the time of booking. You may either send the deposit payment with this agreement or send as soon as possible after returning this agreement. If your district requires a Purchase Order for payments, TCT must have the PO number before your group's seating can be held and your order fully completed. Your total balance due is \$900 Payment received to date \$

Payment Details: Full payment for all programs must be made no later than 30 days prior to your performance date (see date above). Please make your controller/treasurer aware of the need to arrange prompt payment. Cancellations or adjustments to your reservation (including changes in reserved seats) may only be made up to that point, 30 days prior. It is the responsibility of the teacher or contact to be aware of performance dates and deadlines related to his or her reservation(s). After 30 days prior, TCT will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved, no exceptions. If a program is booked within 30 days of the performance date, full payment must be made immediately.

**PLEASE NOTE: Payments received after the deadline will be charged a 5% late fee.**

If your order information should change, updates **MUST** be submitted via email to [pam.young@tctcincinnati.com](mailto:pam.young@tctcincinnati.com). Your update should include the following information:

**\*# of students, # of complementary chaperons (1 for every 15 students), # of paid chaperones (same price as student) \***

Children under three years of age will not be permitted into The Children's Theatre MainStage performances except for Home School designated performances.

Cancellation: All bookings are non-refundable and non-exchangeable. The exception being if a show is cancelled by TCT due to inclement weather, serious actor illness or other emergency. In this instance TCT will make every effort to reschedule your group during the current season, and only if unable to do so will then refund your order. If your school is closed but the show is not cancelled you will still be responsible for payment. TCT will still make every effort to reschedule your group during the current season but such a change is not guaranteed.

Credit cards, checks and cash are accepted (POs are not acceptable as final payments). Checks payable to TCT. TCT is a 501(c)(3) Non-profit organization. EIN # 31-6026285. Any questions regarding payments should be directed to Pam Young (513) 569-8080 ext. 13 or [pam.young@tctcincinnati.com](mailto:pam.young@tctcincinnati.com). Sign contract and email a scanned copy to [pam.young@tctcincinnati.com](mailto:pam.young@tctcincinnati.com).

Again, thank you for your order. We look forward to seeing you and your students this year and in the seasons to come!

Accepted and Agreed:

Signature of School Contact

Print Name

Date