



Issue Paper

DATE:

10/15/25

AGENDA ITEM (ACTION ITEM):

Consider/ Approve the field trip performance contracts between White's Tower Elementary and The Children's Theatre for field trips to see the production of Elf the Musical Jr. and The Diary of a Wimpy Kid the Musical.

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. 5th grade would like to view the performance of Elf the Musical Jr on 12/19/25, 3rd grade would like to view the performance of Diary of a Wimpy Kid the Musical on 2/20/26 and 4th grade would like to view the performance of Diary of a Wimpy Kid the Musical on 3/5/26.

FISCAL/BUDGETARY IMPACT:

\$3460 Student Activities

RECOMMENDATION:

Approve the field trip performance contracts between White's Tower Elementary and The Children's Theatre for field trips to see the production of Elf the Musical Jr. and The Diary of a Wimpy Kid the Musical.

CONTACT PERSON:

Robyn Rolf, Principal


Principal/Administrator


District Administrator


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 # 2025131
PO#
TCT invoice: 9557

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

White's Tower Elementary
Ms. Samantha Kaiser
2977 Harris Pike
Independence, KY 41051

Show	Student Tickets	Comp Tickets	Chaperone Tickets
Elf the Musical JR. 12/19/2025 @ 9:45am	118	7	0

Dear Ms. Kaiser

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 25/26 season!

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 \$1180 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. 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. Sign contract and email a scanned copy to 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



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2025188
PO# WT004
TCT invoice: 9625

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

White's Tower Elementary
Ms. Maranda Deitmaring
2977 Harris Pike
Independence, KY 41051

Show	Date	Time	Student Tickets	Comp Tickets	Chaperone Tickets
Diary of a Wimpy Kid The Musical	2/20/2026	@ 9:45am	113	6	0

September 19, 2025

Dear Ms. Deitmaring

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 25/26 season!

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 \$1130 Payment received to date \$

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Accepted and Agreed:

Signature of School Contact

Print Name

Date



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2025248

PO# 9637

TCT invoice:

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

White's Tower Elementary

Ms. Hannah Brett

2977 Harris Pike

Independence, KY 41051

Show	Student Tickets	Comp Tickets	Chaperone Tickets
Diary of a Wimpy Kid The Musical	115	7	0
3/5/2026 @ 9:45am			

September 24, 2025

Dear Ms. Brett

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 25/26 season!

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 \$1150 Payment received to date \$

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Signature of School Contact

Print Name

Date