



2009-2010

Dear Reservation Coordinator,

We are pleased that students and teachers from your school will be attending a Horizons School Matinee Series performance. The staff at Young Auditorium is looking forward to your arrival.

Our mission is to support your curriculum and have a positive effect on the personal and educational development of your students.

Please download and print the following information from our website:

- **Study Guide** – Please make all teachers who are attending the show aware that these are available to print from our website; printed copies are no longer sent by mail.
- **Courtesy Counts sheet** – Print and distribute one copy to each teacher who will attend the performance.
- **For Your Information sheet** – Print and distribute one copy to each teacher and chaperone who will attend the performance.
- **Bus driver's memo** – Print and distribute one copy to each school bus driver.
- **Bus driver's map** – Print and distribute one copy to each school bus driver.

Horizons *Talk to Me* surveys are given to the reservation coordinator or contact teacher upon arrival at the auditorium. Extra copies are also available on our website. Please complete and return the surveys after the performance in order to help us continue to better serve you.

We hope that you will find the information available on our website helpful. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

Shannon Dozoryst
Young Auditorium
Coordinator of Education and Outreach
262-472-1432
dozoryst@uww.edu