

CAL POLY ARTS SEASON SUBSCRIPTION ORDER FORM

Follow these step-by-step instructions to complete and submit your Cal Poly Arts Season Subscription Order Form online!

Step 1) DOWNLOAD ORDER FORM

- Open order form by clicking "Click here to download order form" and proceed to fill in the following information:

Step 2) PATRON INFORMATION

- Scroll to cell AP/9
- Fill in all information indicated by red asterisk

Step 3) SEATING PREFERENCE

- Scroll to cell AO/28
- Select three different seating preferences
- Seating preference must be different for each category
- Indicate in "special needs" if special accommodations are required (ie. wheelchair accessibility)

Step 4) PERFORMANCE SELECTION

- Scroll to cell A/1 to begin performance selection
- Go to desired performance and seating section
- Click on cell of public and/or student tickets and enter number of seats (ie. in screen shot below - 2 student tickets in the Dress Circle are being purchased for the Sept. 26th performance of Oliver!)

Date	Name of Event	Venue	Public tickets	Student tickets	Public tickets	Student tickets	Public tickets	Student tickets
Sept. 26	Oliver! - Sept 26th	COHAN		2				
Sept. 27	Oliver! - Sept 27th	COHAN						
Nov. 3	Spelling Bee - Nov. 3rd	COHAN						

- Repeat the above selection process until order is complete

Step 5) REVIEW ORDER & SELECT PARKING PASSES

- Scroll to cell AM/1
- Review performance selections and make necessary corrections
- Click on cell adjacent to each selected performance and enter number of parking passes

Step 6) ENTER DONATION AMOUNT

- Scroll to cell AO/43
- Add Inner Circle Membership amount in cell AP/47
- Add Center Stage Contribution amount in cell AP/48

Step 7) ENTER PAYMENT INFORMATION

- Scroll to cell AP/53
- Enter credit card number and expiration date

Step 8) SAVE & SUBMIT ORDER FORM

- Go to File and scroll down to Save As
- Save to desktop as "LAST NAME, FIRST NAME" (ie. Smith, John)
- Open email account and create new message
- Email to pacticketorderform@calpoly.edu
- Attach order form excel document saved on desktop
- Click send to submit
- You will receive an email confirmation from the Performing Arts Center indicating your order has been received