

# Culture Pass Scheme

## Claim Form

### PART 1

*Details in part 1 must be inserted before students attend the event. This part of the form is to be submitted to the supervising teacher leading the group on the day of the event.*

#### School Details

Name:		
Address:		
Post Code:		
Phone:		
Email:		
Class:		

#### Performance Details

Title:		
Producer:		
Venue:		
Date:		
Time:		
Duration:		
Artistic Genre/s:		
Phone:		
Email:		

Total number of Students Booked:		
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I, (*name of Head of School*) \_\_\_\_\_, hereby confirm the details of the booking outlined above and authorize the supervising teacher, \_\_\_\_\_ to confirm the number of students attending the event. I also confirm that the selection of the production reflects the guidelines of the Culture Pass programme and ensure that this selection, wherever possible, continues to facilitate the diversity of seven genres identified in the programme for all students during their five years of secondary education.

Head of School: \_\_\_\_\_

## PART 2

*Details in part 2 must be filled in by the supervising teacher at the venue before the production or event. The headcount must be confirmed by the venue manager. If no venue manager or front of house officer is available due to the specific location of the event/ production, the event producer may confirm the headcount.*

Number of Students Booked:		
Number of Students Attending:		

I hereby confirm that the figures quoted above are correct and that the production/ event took place in its entirety as identified in **PART 1**

**Names of Supervising Teacher:**

\_\_\_\_\_

**Signature :**

\_\_\_\_\_

**Venue Administrator:**

\_\_\_\_\_

**Signature :**

\_\_\_\_\_

## PART 3

Total number of students attending		
Total Grant calculated at EUR5 per student		€

**Names of Producer:**

\_\_\_\_\_

**Signature :**

\_\_\_\_\_

Office admin part