



CIRCUS DAD PROMOTION

To whom it may concern:

We are able to extend the invitation to attend our Ainad Shriners Circus to many more underprivileged children and adults throughout Southern Illinois because of the support of our members. We ask that the following rules be maintained for the safety and well being of your group.

At your request, a form along with instructions is attached, please complete the form and make a copy. Mail, fax, or scan and Email the copy to our office:

Ainad Shriners
609 St. Louis Avenue
E. St. Louis IL 62201
FAX 618-874-6920
Attn: Circus Desk

Email: fundraising@ainadshriners.org

YOU MUST KEEP THE ORIGINAL; THIS ADMITS YOUR GROUP TO THE CIRCUS. Therefore you must arrive together at the gate at least one hour prior to performance time and have the form in hand.

At least ONE chaperone must accompany every five children. If your group requires more supervision, you must provide the same. The chaperones should be listed on the Group Information Form. If there are any substitutions or additions to the chaperone list, these should be made known to the usher who is seating your group.

Chaperones will be required to carry out duties per the written instructions on the following page.

Your group must be in their seats 30 minutes prior to the performance start time. We cannot hold reserved seats past this time.

You must provide transportation to and from the circus location. Bus parking spaces will be provided until 45 minutes before the performance.

Duties of the Chaperone

1. Group information should be clearly visible in the front window of the vehicle transporting your group. This allows for closer parking when necessary.
2. Group information form must be presented to enter the circus.
3. Make contact with a Shriner ushering patrons to their seats. Be sure to inform them of anyone needing special seating.
4. Keep your group together in assigned area.
5. Maintain order in your group.
6. Provide necessities for children needing special care.
7. Provide suitable clothing and sun protection.
8. Assistance is required by the chaperones when:
 - Patrons are getting on and off transportation
 - Patrons are visiting the restroom (a chaperone must accompany children to the restroom area)

Thank You and Enjoy the Circus



AINAD SHRINERS
Group Information Form
Please Print or Type



Please fill out the following information completely. This form serves as your admission pass and seating request.

Name of Organization_____

Address_____ City_____ Zip_____

Contact Name _____ Phone_____

Location of performance_____

Date of performance_____ Time of arrival_____

Number of patrons in wheelchairs_____

Number of patrons handicapped in climbing stairs_____

Number of children_____ Number of adults_____

Number of Busses_____ Number of autos_____

Person In Charge_____ Title_____

Address_____ City_____ Zip_____

Telephone Number _____ Cell Phone Number _____

Names of Chaperones: _____

PLEASE MAIL OR FAX A COPY OF THIS FORM

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