



Apollo Education Programs

## Planning for Your Apollo In-School Workshops

***Thank you for scheduling your Apollo In-School Workshops!***

To prepare your students for their Apollo In-School Workshops, please schedule time to view the ["Welcome to the Apollo Theater!"](#) video.

### **Payment Policies**

Once you have scheduled your In-School Workshops, you will receive a booking form and an invoice. The booking form will outline the total cost of your In-School Workshop reservation. Full payment or a purchase order is due at least three weeks before your scheduled In-School Workshop. Due to high demand, if full payment or a purchase order is not received by the payment due date, the Apollo Theater reserves the right to cancel your In-School Workshop reservation.

*Please note: All payment and purchase orders are due before the scheduled In-School Workshop date. There are no refunds or exchanges. We reserve the right to amend your In-School Workshops according to the availability of resources. In the rare event that a cancellation is necessary, every effort will be made to reschedule.*

### **Payment Methods**

The Apollo Theater Education Program accepts:

- Credit Card (Visa, American Express, MasterCard, and Discover)
- Business Check – made payable to *Apollo Theater Foundation Inc.*
- Money Orders
- NYC Department of Education Purchase Orders

*Apollo Theater NYC Board of Education Vendor Code: 133630066*

### **Workshop Site Preparation**

To ensure that your students have a successful workshop experience, please be prepared to provide the following information to an Education Program Representative:

- The name and phone number of the individual who will greet the Apollo Teaching Artist upon arrival
- Your site's technology capabilities (ex. speakers, SMART Boards, etc.)
- The availability of basic workshop materials on-site

***If you have any questions, please contact (212) 531-5321.***