



Dear Parents,

As I am sure you are aware, we have made a change to our Christmas program this year. In the past we have had the full school Christmas performance two times (morning and evening) on the same day. This year we have divided the younger students from the older. Therefore, the EC4-4<sup>th</sup> grade students will have one performance on Monday, Dec. 12<sup>th</sup> at 6:30 pm and the 5<sup>th</sup> – 8<sup>th</sup> grade students will perform on Tuesday, Dec. 13<sup>th</sup> at 7:00 pm. There will be only one performance per level.

In order to maintain the appropriate number of people in the Parish Center to meet the fire code, we have a process in place for the distribution of tickets.

1. Each family is allotted 4 tickets. If you have children performing in both shows you are allotted 4 tickets per show. You will need to request tickets for both performances.
2. You must email Mrs. Ewell [tewell@st-raphaels.com](mailto:tewell@st-raphaels.com) or Mrs. Tawil [srsoffice@st-raphaels.com](mailto:srsoffice@st-raphaels.com) OR call the front office to let us know how many of the 4 tickets you will need. Tickets are not automatically distributed to families.
3. If you need more than 4 tickets your name will be placed on a waiting list and we will contact you if additional tickets become available.
4. You are not required to take all 4 tickets but remember that each person attending the concert will need a ticket to attend the performance.
5. Tickets are sent home in envelopes with the students generally the day after the request has been made.
6. Reserve seating is available for purchase for either performance. If you purchase reserved seats those count as your ticket allotment – they are not additional tickets.
7. In order to purchase seats you must complete a reserve seating request (separate form) and submit it with payment to the front office. These seats are sold on a first come first served basis.

I know this process can be confusing and I apologize for that. I appreciate your patience as we work through the kinks of having two different performances this year.

Blessings,

Mrs. Bogataj