

Schools Spectacular

11:00 am Schools' Matinee – Friday 27 November 2026

Ticket Order Form / Tax Invoice

This form is your ticket order form for Ticketek AND your tax invoice for SAP

Please note that P-Card is preferable and instant. You do not need to fill out this form if purchasing ONLINE VIA THE TICKETEK WEBSITE using P-Card.

Tax Invoice Form Completion Date: ___ / ___ / ___ **SAP Purchase Order Number** _____

If you are processing this invoice after 2 October 2026, please enter 2/10/2026 to ensure you get your tickets.

Ticketek ABN: 92 010 129 110

SCHOOLS' MATINEE ORDER FORM

MUST BE RECEIVED BY:

MONDAY 19 OCTOBER 2026

PAYMENT MUST BE RECEIVED BY:

FRIDAY 23 OCTOBER 2026

School/Organisation: _____

Contact: _____

Telephone: _____

Mobile: _____

Address: _____

Postcode: _____

Email: _____

SPECIAL ACCESS

We require access for people and support person(s) (maximum 3) accompanying due to:

WHEELCHAIR / OTHER:

Paying by PCard or Credit Card

- Book your tickets directly through the Ticketek website.
- If you purchase via the website with a PCard or Credit Card you do not need to complete this form.
- PCard payment is preferred as it is processed immediately.

Paying Through SAP

Step 1 – Complete this order form and the Ticketek Group Booking form

- Complete this order form.
- Submit the Ticketek Group Booking Enquiry Form and upload this completed order form:
- https://help.ticketek.com.au/hc/en-us/requests/new?ticket_form_id=1900000212868
- In the Event Name field, enter SCHOOLS SPECTACULAR and select the correct performance.
- Complete all mandatory fields.
- In the Description field, enter "AS PER ATTACHED ORDER FORM".
- Attach the completed order form.
- Ticketek will reserve your tickets and contact the nominated person regarding payment.

Step 2 – Process Payment Through SAP

- Complete the SAP process and obtain a Purchase Order Number (Vendor Number: 100 313 359).
- Record the Purchase Order Number on this form.
- Email the approved Purchase Order to EDConnect Accounts Payable at EDConnect.accountspayable@det.nsw.edu.au.
- Allow sufficient time for the 30-day payment process before the event.

Important Information

- Include the GPS number in the direct deposit reference field to avoid delays in ticket delivery.
- Orders are processed in order of payment receipt.
- A service/delivery fee of \$10.95 applies per transaction.
- Supplementary Booking Fee (SBF) is included in the ticket price.

Ticket Delivery:

- Orders under 20 tickets will receive e-tickets by email.
- Orders more than 20 tickets receive hard-copy tickets by mail

Ticket order confirmation: Tickets are priced at \$28.00 (incl GST) per student with one accompanying teacher free for **every 15 paid tickets**

Additional teachers / supervisors admitted at \$28.00

<input style="width: 80%;" type="text"/>	Number of students @ \$29 each	<input style="width: 80%;" type="text"/>
<input style="width: 80%;" type="text"/>	Number of extra teachers @ \$29 each	<input style="width: 80%;" type="text"/>
<input style="width: 80%;" type="text"/>	Number of complimentary tickets (1 ticket per 15 paying students)	
	<i>service/delivery fee</i>	<input style="width: 80%;" type="text" value="10.95"/>
<input style="width: 80%;" type="text"/>	Total number of tickets	<input style="width: 80%;" type="text"/>
	Total amount payable	<input style="width: 80%;" type="text"/>

FOR BOX OFFICE USE ONLY