



# **Justo Lamas Concerts**

**Una experiencia que tus estudiantes nunca olvidarán**

**Thank you for your interest in the Justo Lamas Concert!!**

If you do not have the free concert CD and DVD, be sure to request them immediately! Be sure to include your complete mailing address.

If you are interested in attend a Justo Lamas Concert with your students you need to make an online reservation in our web site.

After you made an online reservation we'll send you a free CD automatically, but not the DVD because so many people already have it.

✓ Reservation Form:

If you decide to attend a concert, please fill out the Reservation Form online at [www.justolamas.com/reservation\\_form.php](http://www.justolamas.com/reservation_form.php)

If you are not certain of the number, please give a range of numbers. For example: 50-60 students

We can hold these tentative reservations until we reach "sell-out status."

Only paid reservations are secure.

We need ALL of the information.

The home phone is necessary in case of emergency cancellation.

The cell phone is necessary in case you are late to the concert and we need to know your estimated time of arrival. (If you do not have a cell phone, please try to get the number of another adult who will be on the bus and indicate the name of the person. If you do NOT give us a cell phone number, we will start the show on time.)

When communicating with us for any reason, please include the LOCATION of the concert and your school name.

✓ Invoice Form: (<http://www.justolamas.com/docs/Invoice.pdf>)

When you make a reservation in our web site you'll receive a confirmation e-mail with your invoice attached. In case that you change the number of students and need a new invoice you can print the "generic" invoice form that Justo Lamas Concerts provides at <http://www.justolamas.com/docs/Invoice.pdf>. This eliminates our having to mail one.

If you have a PO number, just add it to the form before you print it out and turn it in to the business office. If you don't need one, just leave it off.

Before you print out the form, fill in the information, or print it out and fill in the information by hand, either way is fine. Make two copies and turn them in to the school business office to request your check. Tell them to send one copy with the check to United Cultures, Inc. at the address indicated on the form.

There is no need to send this form unless it is with the check! But we need the form because sometimes the check is from another entity. For example: Xyz School District pays for Abc Middle School. We have to search for the information to see for whom this check is paying.

The host school has priority seating; then seats are assigned in the order the payments are received. If you have a PO number and just want us to know about it, you may e-mail it. Do not bother mailing or faxing this form it is a waste of time.

**United Cultures, Inc.**

11801 Cottontail Dr • Keller, TX • 76248  
Tel.: (214)912-1483 • Tel/Fax: (817)337-2777  
• E-mail: [concerts@justolamasmagazine.com](mailto:concerts@justolamasmagazine.com)  
Web site: [www.justolamas.com](http://www.justolamas.com)



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## Concert Reservations Form and Instructions

### PLEASE READ CAREFULLY!!!

**Step 1:** Complete the reservation form online at [www.justolamas.com/reservation\\_form.php](http://www.justolamas.com/reservation_form.php) to let us know of your interest. Please send payment ASAP! We can hold these reservations without a deposit unless we approach “sell-out” status, which means that there are more tentative reservations than there are seats in the theater.

**Step 2:** To secure these assigned seats, the tickets should be paid in full ONE MONTH prior to the concert date. (A purchase order from the school used to be considered the same as “paid in full” even though the actual check might not have arrived. We have found that this does not work. People do not HONOR that amount. They simply change the number when they make the payment, and we have been holding seats that cannot be sold at such a late date.) If you do a 50% down payment as soon as possible, we will have to ASSIGN your seats. Then if payment in full is received ONE MONTH before the show, we will hold those “priority” seats. If full payment is NOT received by that time, those seats will be released and assigned to those who have paid in full—your RESERVATIONS are not cancelled, only the reserved priority seats. You will then be given the best available seats when your payment is received. These rules were developed to help us avoid situations in which people make reservations and don't pay, or promise me they are coming and then just don't show up. There are no actual tickets issued (if you want you can print the tickets from our web site). You will check in and on the day of the show receive your seating assignments. Be sure to arrive at the door, not just to the parking lot, at least 20 minutes before show time.

**Step 3:** Follow the instructions given about the invoice form. Include the PO number if you have one. If you get a PO number and want the seats to be considered “paid” email us the number.

**SCHOLARSHIPS:** While we cannot let everyone come free, we realize that sometimes there are kids who really deserve to come to the concert but they just can't pay. We will start with half price, then go to free if absolutely necessary. We don't want a deserving child left out, but do your best to limit these. You must check with us to get authorization for scholarships. We are NOT talking about kids who just want to come to get out of class!

T-shirts (\$15.00) CDs (\$13) posters (\$3) and photos (\$1) will be available after the show if the local authorities allow sales. Sometimes we have no control over the situation.

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