

## **Steps for BOCES Arts-in-Education Funding**

1. Call to request information for your show
2. Receive and fill out all paperwork
3. Circle all costumes on costume plot you want
4. Email costume plot and completed order form, theatrical agreement and measurements back to us as soon as possible
5. Acquire '\$400 security check' to mail to us before pick up or bring to shop at pick up.
6. Invoice will be created and emailed to you (school/Chairperson) when we receive a completed costume plot
7. You or Chairperson sends invoice to BOCES