



August 15, 2022

Dear PPS Educators:

We are excited to invite you and your Pittsburgh Public School students to Heinz Hall for an exclusive Schooltime: Meet the Orchestra concert on **Friday, May 5, 2023, at 10:30 a.m.** As part of the Pittsburgh Symphony's relationship with our city public schools, there is no charge to attend the concert and **the PSO will cover the transportation cost of one bus per school** that attends!

The May 5 concert is only open to Pittsburgh Public School students, teachers, and staff, and will include a special welcome from Superintendent Dr. Wayne Walters. To participate, please complete the following:

1. REGISTER online using the Schooltime registration form for Meet the Orchestra, available at: www.pittsburghsymphony.org/schooltime. Under the question "What concert would you like to attend?" please select "**May 5, 2023, 10:30 a.m.**"

2. SEND your transportation invoice for one (1) bus to Amy Cale, Program Manager for Learning & Community Engagement, at acale@pittsburghsymphony.org by Friday, June 30.

Please note that **all invoices MUST be billed directly to the Pittsburgh Symphony Orchestra** in order to be processed for payment. While the PSO will pay for one bus per school, you must schedule bus service and have the invoice sent to us (either by your school or directly from the bus company) with *Pittsburgh Symphony Orchestra* appearing in the "Bill to" line of the invoice. To ensure that we can process your invoice, send it **no later than June 30, 2023**.

**Should you need to send a physical copy through U.S. Mail, please send the invoice to:*

*Pittsburgh Symphony Orchestra
Learning and Community Engagement Department
600 Penn Avenue, Pittsburgh, PA 15222*

We look forward to seeing you and your students for this year's PPS Schooltime concert at Heinz Hall!

Sincerely,
The PSO Learning & Community Engagement Department