



# FIELD TRIP - DEADLINES AND PAYMENT

*We're so happy you'll be joining us at the theatre!*

*Questions or Changes: 952-979-1119 or [groupsales@stages theatre.org](mailto:groupsales@stages theatre.org)*

## **1. TICKET COUNT – SEPTEMBER 3, 2018**

- Final attendance numbers must include all students, staff, and chaperones
- We can't guarantee you will be able to add tickets after your original reservation is made.
- Vouchers are provided for absent students, up to 10% of the reservation
- Once tickets are paid for, we **DO NOT** offer refunds

## **2. SEATING REQUESTS - 72 HOURS prior to performance**

- All special requests for seating, including **accessibility requirements** (wheelchair seating, etc.) must be requested at least 72 hours prior to performance. This allows us to seat your entire group together and accommodate any specific needs
- Seating sections will be assigned 1-3 days before the performance
  - We assign seating based on group size and special seating needs/requests

## **3. PAYMENT – SEPTEMBER 3, 2018**

- ***Full Payment is due September 3, 2018.***
- Groups are responsible for full payment for ALL tickets being held beyond this deadline.
- A single payment for groups is required
- Orders placed less than four weeks before the performance must be paid for in full at the time the reservation is made.
- If the projected attendance numbers change dramatically between the time the deposit is paid and the final payment is due, please call with an update as soon as possible.

*These deadlines are in place to ensure that all groups who want to attend can do so. Tickets cancelled past these deadlines can lead to open seats, after groups have been turned away due to sold out performances. In addition, ticket income makes it possible for Stages to continue providing excellent theatrical experiences for students at an affordable rate.*