

ROUNDABOUTTHEATRECOMPANY

EXCHANGE FORM

name account number

address

city state zip

day phone evening phone

Play # (on your ticket) or title _____ # of tickets enclosed _____

I do not wish to reschedule. Please, donate my tickets. Rush my exchange order*.

Please list alternate dates, in order of preference. (For comparable seats, indicate 3 date choices. If there is only one performance you can attend, you may indicate 1 date choice*.):

1. _____ Matinee Evening

2. _____ Matinee Evening

3. _____ Matinee Evening

*Comparable seats are unlikely if only 1 performance is indicated or if you choose a rush exchange.

ALL TICKET EXCHANGES ARE SUBJECT TO AVAILABILITY. COMPARABLE SEATING CANNOT BE GUARANTEED. YOU MAY RECEIVE A "GENERAL ADMISSION PASS". NO REFUNDS OR CREDITS WILL BE ISSUED.

HOW TO EXCHANGE TICKETS

BY MAIL – ALL TICKETS MUST BE RECEIVED 2 DAYS PRIOR TO SHOW

- Fill out all of the information on this form (PLEASE PRINT).
- The "PLAY #" is located on your subscriber ticket beginning with "AMERICAN" "PELS" "STUDIO" or "SONDHEIM".
- Friends/groups should mail tickets in together to ensure tickets are exchanged for the same date.
- List up to three date choices. Consult your "Season Schedule" slip for the appropriate date.
- Mail the form along with your original tickets and a self-addressed, stamped envelope to:

**TICKET EXCHANGE
ROUNDABOUT THEATRE COMPANY
231 WEST 39TH STREET, SUITE 1200
NEW YORK, NY 10018**

BY PHONE – STARTING 2 DAYS PRIOR TO PERFORMANCE

- Phone Ticket Services at (212) 719-1300 starting 2 calendar days prior to the date listed on your subscriber ticket.
- Please phone no later than 12 pm for matinees or 4 pm for evening shows (day of performance only).

On first exchanges for each production: the Box Office will attempt to find comparable seating, with the possibility of general admission. Any subsequent exchanges will result in general admission seating.

We begin processing exchanges two weeks before the first performance of each production.

See "EXCHANGE YOUR TICKETS" on myroundabout.org for more details.