**BOX OFFICE INFORMATION**

**TOLAND THEATRE TICKET POLICIES**

* Cast and production staff members receive 2 complimentary (comp) tickets for being involved in *[insert Show Title here]*. All other reservation policies apply. Comp ticket must be reserved in person at the box office, starting [insert date here]. Additional tickets my purchased at that time so that your party is seated together.
* All other tickets must be purchased with a credit card (MasterCard/Visa). The box office does not accept Campus Cash.
* Tickets may be changed 24 hours prior to the performance if there is a conflict. Any cancellations made after the 24-hour deadline will still be charge to your credit card.
* Ticket holders are responsible for the payment of all tickets held under their name. The Box Office will not buy back unused tickets.
* Latecomers will be seated at the discretion of the theatre house staff. Shows begin promptly at their scheduled time, so we request that all audience members arrive early to pick up their tickets and to find their seats.
* Tickets must be purchased online at www.uwlax.edu/theatre-arts beginning [insert date here] or in person during regular Box Office hours beginning [insert date here]. Box Office hours are Monday through Friday 1:00-4:30pm and one hour before each performance.