

# SUBSCRIBER TICKET EXCHANGE FORM



Subscriber tickets may be exchanged for another performance of the same production. Exchanges are done on a first-come, first-served basis. **We must receive your exchange request and tickets at least 24 hours before your original performance.** Please visit [studiotheatre.org/exchanges](http://studiotheatre.org/exchanges) for details.

## HOW TO EXCHANGE TICKETS

**By Mail:** Complete this form and mail it along with your tickets to:  
Ticket Exchange, Studio Theatre, 1501 14th Street, NW, Washington, DC 20005

**By Fax of Email:** Tear your tickets in half lengthwise and send this completed form along with a copy of your torn tickets by fax to 202.332.1187 or email [boxoffice@studiotheatre.org](mailto:boxoffice@studiotheatre.org).

**By Phone:** Call our Box Office at 202.332.3300. You will need to return your original tickets by mail, email or fax as detailed above before your exchange request can be completed.

**Please Note:** Ticket exchanges cannot be handled by phone or at the Box Office window during the hour prior to any performance. All exchanges are subject to availability. Please check the performance calendar or call the Box Office at 202.332.3300.

## PLEASE FILL OUT THIS FORM COMPLETELY (PLEASE PRINT)

Patron ID: \_\_\_\_\_ (located on top left corner of ticket stub)

Subscriber Name: \_\_\_\_\_

Phone (Eve) \_\_\_\_\_

Email: \_\_\_\_\_

Phone (Day) \_\_\_\_\_

## PLAYS INFO

I wish to exchange my tickets for the following play: \_\_\_\_\_

I have # \_\_\_\_\_ tickets for this play.

I wish to exchange # \_\_\_\_\_ for this play.

I have enclosed # \_\_\_\_\_ tickets.

## PRIORITY (SELECT WHICH IS MOST IMPORTANT TO YOU—DATE OR SEATS):

Date most important - seating is flexible

Best available seats most important – date is flexible

Check here if your party may be seated separately if necessary to secure tickets on the preferred dates listed below.

## LIST ALTERNATE DATES IN ORDER OF PREFERENCE.

**1st choice:** Day/Date: \_\_\_\_\_

Matinee

Evening

**2nd choice:** Day/Date: \_\_\_\_\_

Matinee

Evening

**3rd choice:** Day/Date: \_\_\_\_\_

Matinee

Evening

Note: by using this form, patron acknowledges an upgrade fee may be required if exchanging into a more expensive performance.

## IF MY REQUESTS CANNOT BE FILLED

Please ignore the exchange and keep my original ticket date.

Please contact me to discuss an alternate date.

Please accept my original tickets as a tax deductible contribution to Studio Theatre.

## TICKET DELIVERY OPTIONS

I have enclosed a self-addressed, stamped envelope. Please mail my tickets to me.

Please hold my tickets at the Box Office.