



# 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@stagestheatre.org](mailto:groupsales@stagestheatre.org)*

## **1. TICKET COUNT – December 17, 2019**

- 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 – December 17, 2019**

- ***Full Payment is due FOUR WEEKS prior to your performance date.***
- Groups are responsible for full payment for ALL tickets being held four weeks prior to the performance
- 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.