

## **SVSU Box Office**

SVSU Box Office provides centralized ticketing services for all programs and activities held on campus that require a ticket for admission.

### **Location of the Box Office**

Groening Commons - Information Desk.  
Box Office phone number: (989) 964-4261  
Event Information: [www.svsu.edu/events](http://www.svsu.edu/events)

### **Box Office Hours**

Monday through Friday, 8:00 a.m. until 4:00 p.m.  
On performance days, the Box Office is open one hour  
prior to show time and 30 minutes after the show begins.

### **Service Charge**

A \$1/ticket service charge will apply to all tickets for University Programs and a \$3/ticket service charge will apply for Non-University Organizations.

University programs that are “free admission” and require ticketing services will not incur the service charge.  
University programs that require complimentary tickets will not incur service charges for those tickets.

The sponsoring department or organization is responsible for setting the ticket price, but must include the service charge. The Box Office retains the service charge.

**Tickets** are available through the Box Office located on the first floor of Groening Commons at the Information Desk/Ticket Office.

Tickets can be purchased:

- in person at the Box Office
- by calling (989) 964-4261
- online at [www.svsu.edu/events](http://www.svsu.edu/events)
- by faxing your order to (989) 964-7487
- by mailing your order to SVSU Box Office, Groening Commons 7400 Bay Road, University Center, MI 48710

Tickets must be paid in full at time of purchase and payment will be immediately deposited and processed upon receipt. Visa, MasterCard, personal checks or money orders are welcome. There will be a \$27.50 service fee for all checks returned for insufficient funds.

### **Ticket Sales**

All ticket sales are **FINAL**. Please choose carefully when making your show selections as there are **no refunds or exchanges**.

### **Will Call**

Tickets ordered by telephone, mail or fax will be held at the Box Office and can be picked up during normal business hours. Otherwise, tickets will be held at the Box Office Will Call for pickup on the day/evening of performance. Please bring your I.D. for verification.

### **Smoking**

Michigan law prohibits smoking in the building at any time.

### **Lost & Found**

Any articles found will be turned into SVSU Public Safety who can be reached at (989) 964-4141.

### **Special Needs**

The Performing Arts Theatre is fully ADA compliant. For disability accommodations, contact the UCEC office at (989) 964-4348; at least two weeks prior to the event.

### **Children**

As a courtesy to other audience members, please exercise discretion in bringing children to a performance. Regardless of age, all children are required to have a ticket and any child attending should be able to sit quietly through the performance.

### **Prohibited Devices**

Cameras, backpacks and recording devices are not permitted in the theatre during performances. Pagers and cell phones must be switched to silent mode.

### **Student Tickets**

All students must present a valid student ID card to receive any discounts that may apply.

### **Performance Times**

All performances will begin promptly at their announced starting times, unless otherwise designated by the artist and management.