

SVSU Box Office

SVSU Box Office provides centralized ticketing services for all programs and activities held on campus that requires 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

Box Office Hours

Monday through Friday, 11:00a.m.-4:00p.m.
On performance days, the Box Office is open one hour
prior to show time for walk up sales only.

Service Charge

A \$1.25/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
- 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 \$30.00 service fee for all checks returned for insufficient funds.

No tickets will be distributed without payment. No tickets will be allowed to be sold by any other party besides the SVSU Box Office.

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.

Box Office Registration Services

Registration services are available through the SVSU Box Office.

The Fees are:

- \$5.00/peron includes – box office services including registration list, distribution of individual tickets and name tags
- \$3.00/person includes - box office services including registration list and distribution of individual tickets
- \$1.00/person includes – box office services including a registration list or distribution of individual tickets