



THE
CONFERENCE CENTER
AT SVSU

SVSU Box Office

Location: Curtiss Hall 142
Phone: (989) 964-4348
Email: events@svsu.edu

Location: Groening Commons – Information Desk
Informational Phone: (989) 964-4261
Event Information: www.svsu.edu/events

BOX OFFICE HOURS

On performance days, the Box Office is open two hours prior to show time for walk up sales.

MOBILE TICKETS

If purchased online, you will receive an e-mail so you can print your ticket(s) at home or use the link in the e-mail to receive mobile ticket(s).

PERFORMANCE TIMES

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

SPECIAL NEEDS

The Performing Arts Theatre is fully ADA compliant. For disability accommodations, contact The Conference Center 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 are to remain quiet during the performance.

PROHIBITED DEVICES

Cameras, backpacks, and recording devices are not permitted in the venue during performances. Pagers and cell phones must be silenced.

SMOKING

Michigan Law prohibits smoking in the building at any time. This includes the use of electronic cigarettes.

LOST AND FOUND

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

SERVICE CHARGE

A \$2.00/ticket service charge will apply to all tickets for University programs and a \$4.00/ticket service charge will apply for non-University organizations. The sponsoring department or organization is responsible for setting the ticket price, but must include the service charge that The Box Office will retain. There will be a \$50.00 Administration fee per show for University programs and a \$75.00 Administration fee per show for non-University programs.

There will be a \$30.00 service fee for all checks returned for insufficient funds. No tickets will be distributed without payment. No tickets are sold by any other party beside the SVSU Box Office.

University programs that are “free admission” and do not require ticketing services will not incur the service charge. University programs that require complimentary tickets for admission will incur service charges of \$1.00 per comp ticket. Additional service fees may apply based on your event needs

TICKETS

- Tickets can be purchased online at <https://www.svsu.edu/boxoffice/> under the “Buy Tickets” tab. If purchased online, you will receive an e-mail so you can print your ticket(s) at home or use the link in the e-mail to receive mobile ticket(s).
- Tickets may be purchased on the scheduled performance date two hours prior to the show at the Ticket Office.
- Tickets must be paid in full at time of purchase and payment will be immediately deposited and processed upon receipt. Visa, MasterCard, Discover, American Express, personal checks, or money orders are welcomed.
- Will call tickets for football can be picked up at the will call tent outside the Athletic Complex 1.5 hours before kickoff.
- For sporting events students, faculty & staff need to download the All Sports Pass. Further information can be found on the mySVSU portal.
- **ALL TICKET SALES ARE FINAL! There are no refunds or exchanges.**