



Box Office Policies

Hours

On performance days the Box Office is open one and a half hours before the performance start 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).

Accessibility Needs

The Malcolm Field Theatre is fully ADA compliant. For accessibility accommodations, contact The Conference Center at (989) 964-4348 at least **two weeks prior** to the event with your requested needs.

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. Cell phones must be silenced.

Lost and Found

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

Ticketing and Registration Services

The Box Office offers a variety of ticketing or registration options for your event. We can customize your ticketing or registration needs by collecting funds, data, or both. Whether you need to create a registration for a summer, capturing detailed information on campus, or selling tickets to your celebration dinner with scannable tickets, we can help.



We can assist with:

<u>Event Registration</u>	<u>Ticketing</u>
• Meal selections • Food allergens • General information, age, T-shirt size, etc	• Varying pricing codes / price points • Promo codes / discounts • Memberships • General Admissions / Assigned seats • Multiday events / Performances