

# ROUNABOUTTHEATRECOMPANY

## EXCHANGE FORM

name \_\_\_\_\_ account number \_\_\_\_\_

address \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

day phone \_\_\_\_\_ evening phone \_\_\_\_\_

Play # (on your ticket) or title \_\_\_\_\_ # of tickets enclosed \_\_\_\_\_

Please list three alternate dates, in order of preference:

1. \_\_\_\_\_  Matinee  Evening

2. \_\_\_\_\_  Matinee  Evening

3. \_\_\_\_\_  Matinee  Evening

**ALL TICKET EXCHANGES ARE SUBJECT TO AVAILABILITY. COMPARABLE SEATING  
CANNOT BE GUARANTEED. YOU MAY RECEIVE A "GENERAL ADMISSION PASS".  
NO REFUNDS OR CREDITS WILL BE ISSUED.**  
See ticket exchange Quick Guide.

### HOW TO EXCHANGE TICKETS

#### **BY MAIL – ALL TICKETS SHOULD BE RECEIVED 2 DAYS PRIOR TO SHOW**

- Fill out all of the information on this form (PLEASE PRINT).
- The "PLAY #" is located on your subscriber ticket beginning with "AMER" "PELS" "STUDIO", or "MILLER'S".
- Friends/groups should mail tickets in together to ensure tickets exchanged for the same date.
- List three date choices. Consult your "Season Schedule" slip for the appropriate date.
- Mail the form along with your original tickets and a self-addressed, stamped envelope to:

**TICKET EXCHANGE  
ROUNABOUT THEATRE COMPANY  
231 WEST 39TH STREET, SUITE 1200  
NEW YORK, NY 10018**

#### **BY PHONE – STARTING 2 DAYS PRIOR TO PERFORMANCE**

- Phone Ticket Services at (212) 719-1300 starting two (2) calendar days prior to the date listed on your subscriber ticket.
- Please phone no later than 12 pm for matinees or 4 pm for evening shows (day of performance only).

\*On first exchanges for each production: the box office will attempt to find comparable seating, with the possibility of general admission. Any subsequent exchanges will result in general admission seating.  
\*We begin processing exchanges two weeks before the first performance of each production.