

## **EXCHANGING TICKETS**

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### **MAIL**

Send your tickets in advance with:

- Your name
- Your phone number
- Date and time you're requesting to change to

### **FAX**

Rip tickets in advance and send:

- Photocopy of ripped, unused tickets
- Your name
- Your phone number
- Date and time you're requesting to change to

### **IN PERSON**

Please bring your tickets with you to the Box Office in advance. We'll exchange tickets for a different performance date when you come in.

**BOX OFFICE: 847.577.2121 • FAX: 847.577.2902**

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There will be no service fee for a ticket exchange. However, if the show you're exchanging for is a different price than the original, the difference will either be credited or charged depending on the price of the show. This payment will be due in full at the time of the reservation.

Only performances with the same show title may be exchanged for another date with no fee, as long as seats are available. Exchanges are not available for "one night only" shows.

**Box Office must receive tickets at least 24 hours in advance of the original performance date for an exchange.**