



# People's Light

## GROUP SALES POLICY

- All ticket sales are **FINAL**; there are No Refunds.
- Group Sales Prices apply to any party purchasing 10 or more tickets.
- One complimentary ticket will be given for every 20 tickets purchased.
- Performances begin promptly. Latecomers will be seated at the discretion of the House manager.
- In the event that a group member misplaces their ticket(s), **DO NOT CALL THE BOX OFFICE**. Call the Group Sales Associate. We can only reprint duplicate tickets when we have received authorization from the group leader and an actual seat location is noted. (For further clarification, please contact the Group Sales Associate for details).

## GROUP SALES ORDER PROCESS

1. Find a production you'd like to see, select a date(s) and performance time(s) that would possibly work for your group.
2. Contact the Group Sales Associate with your ticket request.
3. A contract will be sent within a week with a price breakdown and due dates.
4. A signed copy of the contract with a 50% deposit is required to reserve your tickets. The remaining balance is due typically two weeks before the performance date. If the performance is approximately a month out, then a signed contract with a full payment will be required to reserve your tickets.
5. After receiving your final payment, the tickets will be either mailed to you or held at the Will Call desk. It is your preference as to how you receive your tickets!
6. Enjoy the show!