



TICKET EXCHANGE FORM

Tickets may be exchanged in advance for another performance of the same event. However, once the date on your ticket has expired, it is no longer valid for exchange purposes. No exchanges are offered in the final hour before show time. All ticket exchanges are subject to seating availability. Call the Box Office for ticket availability. The Box Office is not responsible if exchange tickets sent via mail or fax are not received.

PLEASE FILL OUT THIS FORM COMPLETELY (PLEASE PRINT)

Name: _____ Email: _____

Order Number (bottom of ticket) _____ Phone: _____

PLAY INFORMATION

I wish to exchange my tickets for the following play: _____

Current Ticket Date and Time: _____

New Ticket Date and Time: _____

Alternate Date and Time: _____

TO EXCHANGE TICKETS

IN-PERSON: Visit the box office during normal weekday hours.

MAIL: Send this form and your tickets to the
Horowitz Center Box Office,
Howard Community College
10901 Little Patuxent Parkway,
Columbia, MD 21044.

FAX: Fax this form and your torn tickets to 443-518-4467.

EMAIL: Complete this form, then scan it and take a digital photo of the tickets. Email the form and image of the torn tickets to boxoffice@howardcc.edu

Place torn tickets here and photocopy and/or scan this form

Questions? Call 443-518-1500 ext0