



Make a photocopy of this sheet for future exchanges.

**Please note: Due to the enormous volume of exchange requests, it is not possible to exchange or reserve seats by phone.**

- 1.) Complete this coversheet.
- 2.) Tear your tickets in half so they cannot be used and photocopy the torn pieces.  
 (Don't worry! Tearing your tickets does not release your seat location and torn tickets can be reissued if your exchange is not available.)
- 3.) FAX both the completed coversheet and the copy of your torn tickets to 614.224.0493.  
 (Exchanges are completed in the order received, as seats become available.)

We must receive your fax by 5:00pm at least 24 hours in advance of your regularly scheduled performance! Saturday and Sunday tickets must be exchanged by 5:00 pm the Friday prior. Exchanges completed more than 7 days prior to a performance will be mailed. Otherwise, we will contact you to confirm that your exchanged tickets will be held for pickup at the box office.

Account # \_\_\_\_\_

Season Ticket Holder Name \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

SHOW	Exchange from (Original date)	Exchange to (First choice)	Exchange to (Second choice)	Exchange to (Third choice)	Number of tickets
	DAY	DAY	DAY	DAY	
	DATE	DATE	DATE	DATE	
	<input type="checkbox"/> MAT <input type="checkbox"/> EVE	<input type="checkbox"/> MAT <input type="checkbox"/> EVE	<input type="checkbox"/> MAT <input type="checkbox"/> EVE	<input type="checkbox"/> MAT <input type="checkbox"/> EVE	

- If comparable seating is not available to seat our group of 4 or more together, please split into the following groups:
- 2 + 2     
  4 + 2     
  Other \_\_\_\_\_
- We are willing to move to same price seating in a different location.
- If seats are for a higher-priced performance or seating location\*, please charge the difference to the credit card below. For pricing information, refer to the Extra Ticket Order Form enclosed in your Season Ticket handbook, or call 614.224.7654
- MasterCard   
  VISA   
  American Express   
  Discover

\_\_\_\_\_     
 \_\_\_\_\_  
 Expiration      Card Number  
 Month/Year

**Notes:**

  
  
  

\*Fifth Third Bank Broadway Across America — Columbus will make every attempt to exchange your tickets into a comparable seat location, but is not guaranteed. When exchanging tickets, prices may vary on a show by show basis. All upgrade charges will apply. Sorry, we cannot refund the difference on less expensive tickets.