

School & College Ticket Booking Guide

Step 1

Choose the show you would like to come and see. Make sure you have a date, time and how many students and staff members you would like to bring.

Step 2

Complete the booking request form - <https://forms.office.com/e/a4jTCaxpYu>

If you are in a Local Exchange area, you may be eligible for free tickets so will need to complete a different form - <https://forms.office.com/e/G577dBd3S9>

All bookings now go through these forms, we will no longer be taking bookings over the phone or email.

Step 3

Once the form has been completed, your reservation will be come through to a member of our team. We will reserve your tickets, please note this may take up to 14 days.

Step 4

Please confirm your numbers and any access requirements 6 weeks before the show visit. At this point we will issue you an invoice for the total amount (including £2.00 booking fee). Once an invoice has been issued, the booking cannot be amended, and we ask that you make payment in full 4 weeks before your visit.

Step 5

Your tickets will be booked, a confirmation email will be sent to you, along with all your tickets to print at home to bring along with you. You will receive a pre-show email 1 week before with some key information about the show including running time, content warnings etc.

If you have any questions in regard to booking please email box.office@royalexchange.co.uk or call 0161 833 9833