

*****IMPORTANT!! PLEASE READ INFO ON BOTH SIDES!!*****

MELISSA HOFFMAN DANCE CENTER
INSTRUCTIONS FOR TICKET ORDERING 2018

You will need to set up an account first prior to being able to order tickets. It is HIGHLY suggested that you do this sometime prior to Sunday May 6 when tickets go on sale. To do this, go to our direct link <http://www.recitaltix.com/tixmhdc051> (or their main website at www.recitaltix.com and enter MHDC in the studio identifier textbox), or click the link on our website www.mhdancecenter.com.

Once on the website, click on “login” on top right hand tab to create your account or sign in. Then click “continue” at the bottom. Follow the prompts from there to complete account set up.

On the day of the sale, simply log in to your account and follow the directions for reserving your tickets. Be sure you are choosing seats for the correct show – tickets **CANNOT** be returned or exchanged. If you are unsure which show your child is in, please refer to our website (mhdancecenter.com) – click “recital 2018” then “show assignments”. **You will have 10 minutes to complete your purchase.** If you need tickets for more than one show, simply click on the next show desired once you have added seats for your first show.

Sales for recital tickets will begin on Sunday May 6th at 4:00pm. You may log in to your account prior to this, but will not be able to reserve seats until 4:00. **The reservation code you will use is 18MHDC.** There is a convenience charge per ticket of 90 cents. This is a fee that is charged by recitaltix.com to us. **There is a ticket maximum of 8 per transaction.** The reservation code is multi-use so you are able to go back and purchase additional tickets if needed. Be sure to print out your reservation and bring to the studio to pay and pick up your tickets within a week– they will be ready here for you. As a reminder – we accept CASH AND CHECKS ONLY for ticket purchases.

If you are in need of a handicap seat for a wheelchair, please contact Michele at the office as soon as possible, but no later than April 30. There are limited wheelchair accessible locations.

If you have any questions, please feel free to contact the office at 603-886-7909, or email us at mhdcdance@comcast.net.

IMPORTANT RECITAL AND TICKET INFORMATION!

On the reverse side of this paper you will find all you need to know about doing your online ticket reservation (we also gave these out with costumes). Remember, Ticket Kickoff is Sunday, May 6th beginning at 4pm. It is best to have your account all set up prior. Remember to double check the show you would like to order for. The show assignments can be found on our website if you're still unsure.

Picture Days are May 4th and 5th. If you cannot remember what times your dancer is assigned to this schedule is available on the website. If you cannot make it please let us know so that we do not wait for your dancer. Please be sure to arrive 10 minutes prior to your assigned time and have your dancer in their costume, hair done, etc. You will be able to view pictures at dress rehearsals.

Class Moms: If you turned in a form or signed up on Sign-Up Genius be assured you will be assigned. You will receive an email in the next week before our meeting on May 11. If you are a class mom of a PSI class please see Michele or Janine in the office prior to ticket day. For those who will be class moms for older dancers you do not need a ticket as you will be backstage at least until intermission.

Show Order: The show order is now available on the website as well as in the lobby. Please take a look and let us know right away of any costume changing conflicts.