

School and College ticket booking step by step guide

Schools, colleges and large groups will now be required to fill out our easy to use and simple form to book tickets for all productions. Here is a simple step by step guide on what to do.

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: Go to the booking request form and fill out all the relevant details. There are 2 forms, one which is a form that will give us all relevant information to your booking. The second form is an arts pot booking request form, for those who require financial assistance or are in our local exchange areas. 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. Once it has been read, we will reserve your tickets. Until your final numbers have been confirmed and the invoice for your booking has been paid, your tickets only act as a reservation. We reserve the right to release these tickets until the payment has been made.

Step 4: You now have up to 6 weeks prior to the show to pay your invoice.

Step 5: Once your invoice has been paid, a member of the team will officially book the tickets. Once this has been done, a confirmation email will be sent to you, along with all your tickets to print at home to bring along with you.

Step 6: Print your tickets at home or download them onto your phone.

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