

## **Procedures for Reserving, Paying, & Cancelling**

1. Contact the event coordinator to express your interest and to see if a spot is still available. If there's a spot available, you'll be placed on a waiting list until your payment is received.
2. After the coordinator has been contacted, then submit payment to the appropriate ministry office as soon as possible. Your name will be moved from the waiting list to the permanent list when payment is received. Please do not submit payment until you've contacted the event coordinator.
3. If you decide to cancel, it's your responsibility to find a buyer for your ticket. If there's a waiting list, we'll gladly attempt to sell your ticket to the next person on the list. You will then get a refund for the amount you paid.
4. Those who cancel within 48 hours of departure for an event/outing should not expect a refund.
5. For weekend or extended trips, the cancellation deadline will be stated on the registration forms.
6. If you're not able to attend an event for which you signed up, please notify the coordinator, so we'll know not to wait for you to show up in the parking lot.
7. If you are concerned about the subject matter, language, etc. of various plays, concerts, etc., you are welcome to do the research, so you can decide if the production is for you.