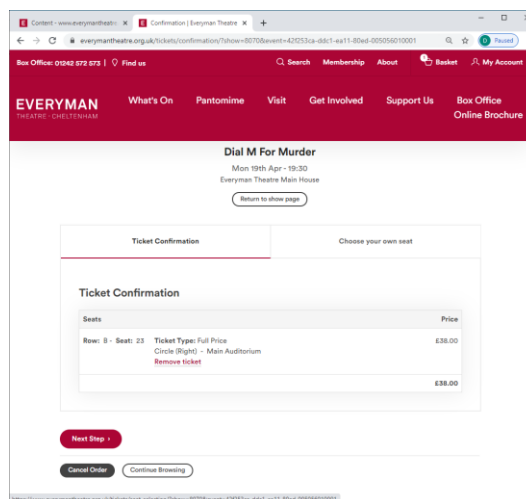# EASY STEPS TO REDEEM YOUR VOUCHER

BOOKING ONLINE:

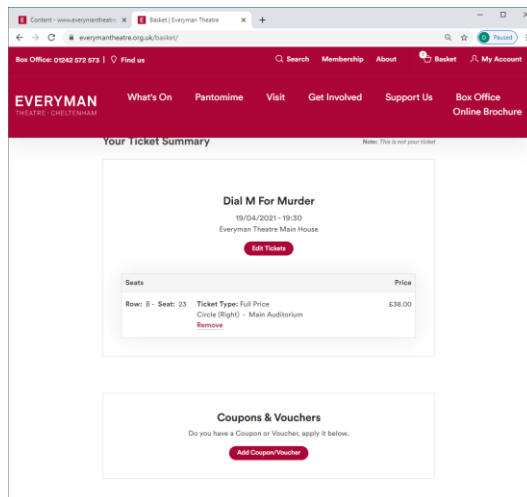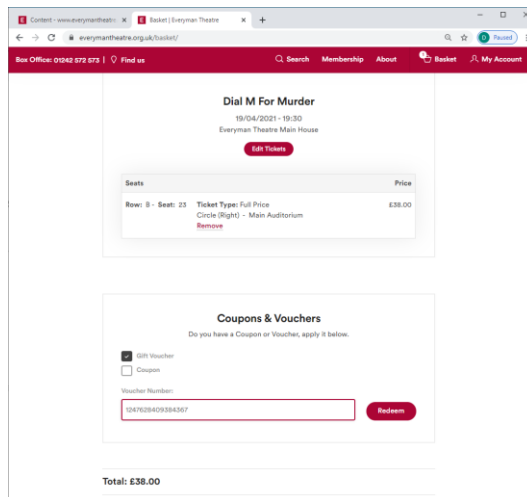- Visit everymantheatre.org.uk
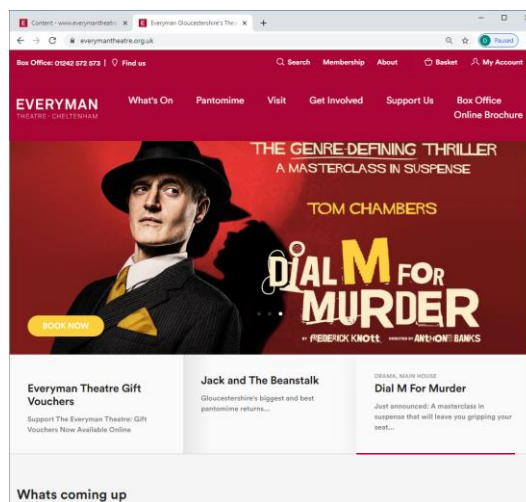
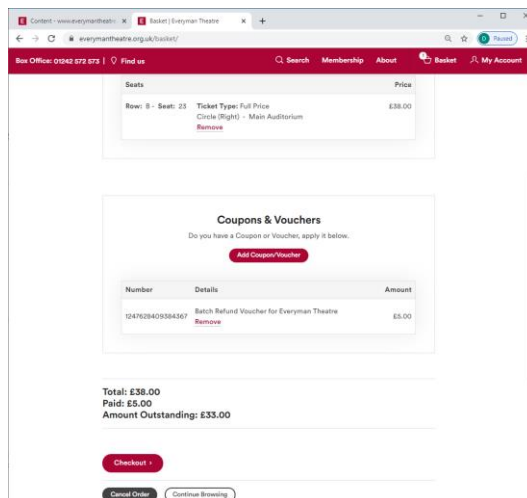- Choose your event and select your tickets

- Proceed to the ticket summary screen by clicking the next step button

- Click the add coupon/voucher button at the bottom of the screen

- Tick the gift voucher box and enter the Gift Voucher number provided in the email.

- Click the redeem button to apply your voucher

- Click the checkout button to complete your order

- Vouchers can also be redeemed by calling the box office on 01242 572 573. Please note we are currently running limited box office hours and are open Mon – Fri 10am – 3.30pm.

- If you have any questions regarding your vouchers please email exchanges@everymantheatre.org.uk

We look forward to welcoming you back the Everyman Theatre very soon