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Community Involvement and Enrichment ◆ Inspiring Artists and Audiences ◆ Nurturing Collaboration and Creativity

### **A message from: Richmond Community Theatre Board of Directors**

As to be expected, COVID-19 virus has become a major concern throughout North America. Governor Whitmer and our state government are taking many steps to lessen the spread of this virus across the state, including putting into effect Executive Order 2020-9. At Richmond Community Theatre we understand our role in helping to curb the spread of this virus through our own communities and we value the health and well-being of our volunteers, members, patrons and our community.

#### **OUR RESPONSE**

In response to Governor Whitmer's Executive Order 2020-9 dated March 16th, 2020, we have ceased operations through March 30th, 2020. This has forced us to rethink and make necessary changes to the remainder of our 2019-2020 season and they are as follow:

*Clue the Musical*: Our currently scheduled performances for Clue the Musical dated Friday, Saturday and Sunday March 20, 21, 22 and 27, 28, 29 have been canceled. We recognize that our members and volunteers have worked hard to prepare for these performances and that we have put in a lot of time and resources to bring this show to life. We also realize that our community has been anticipating these performances and so we will be rescheduling them for your enjoyment. New individual show dates are yet to be determined in the month of May, so please look forward to future announcements.

*Cheaper by the Dozen*: Due to the mandated closures, we have been forced to cancel all audition and performance dates for this show and remove it from our 2019-2020 season. This is in order to comply with the governor's executive order and provide future performance dates for Clue the Musical. We apologize for this inconvenience and hope that we can provide this show opportunity in a future season.

#### **RESERVATIONS/REFUNDS**

First, let us reassure you that if you have purchased your tickets online for any of the cancelled show dates, you will be receiving a full refund. However, ticket sales through our third-party online ticket agent Vendini are considered "All Sales Final", as they do not offer an automatic refund option. What that means is that RCT issues refunds by paper check sent to the address provided during checkout. We will be personally notifying each prepaid ticket holder by phone and/or email about their refund.

We sincerely apologize for any inconvenience these changes to our season may cause you.

Thank you,

Richmond Theatre Board of Directors