

Reston Community Center – The Leila Gordon Theatre Community Arts Organization Ticket Order Form

Adult Name	First											Last										
Home Address																						
City											State			Zip								
Phone	Home											Cell										
E-Mail Address																						

HOW DID YOU LEARN ABOUT THIS EVENT? _____

☐ I would like to receive The Leila Gordon Theatre newsletter, SPOTLIGHT

Reservation Information

Orders may be placed two weeks prior to the first performance.

ORGANIZATION:

☐ Reston Community Players

☐ Reston Chorale

☐ Reston Community Orchestra

☐ Other: _____

PERFORMANCE TITLE: _____

DAY OF WEEK: _____

DATE: _____

CURTAIN TIME: _____

Ticket Information

Amount	Ticket Type		Price per Ticket		Total Price
	Adult	@	\$	=	\$
	Senior	@	\$	=	\$
	Youth	@	\$	=	\$
	Other*	@	\$	=	\$
	Season Tickets		PREPAID		PREPAID
	TOTAL			TOTAL	\$

*Comp, Group, Pass, etc.

Please Note: If ordering for more than one performance or organization, use separate order forms.

Payment Options

CHARGE: ☐ American Express ☐ Visa ☐ Mastercard ☐ Discover

ACCOUNT #: _____

EXP. DATE: _____

CVV CODE: _____

No refunds/exchanges for ticket purchases unless the show is canceled.

☐ Check – Payable to Reston Community Center

☐ Cash is accepted in person during Box Office Hours

Seating Information

Your ticket request will be filled in the order in which it was received. RCC Box Office Staff will make every effort to seat you as close as possible to your request.

GENERAL REQUEST: _____

ANY SPECIAL NEEDS?: (i.e. Wheelchair, hearing assistance, etc.)

RCC USE ONLY

Date Received:

Order Notes:

Reston Community Center Hunters Woods – The Leila Gordon Theatre
2310 Colts Neck Road • Reston, VA 20191
703-476-4500, TTY 711 • 703-476-2488 (FAX)



Revised July 2025

Community Arts Organizations Ticket Order Form

Tickets for Community Arts Organization events held at the Reston Community Center (The Leila Gordon Theatre or the Community Room) are available for sale at least two weeks prior to the first performance date. Tickets are sold at Adult, Senior or Student/Youth prices, depending on the organization, regardless of residency (no discounts for Small District 5 residents or employees). All seating in The Leila Gordon Theatre is reserved unless otherwise indicated; payment is required at the time of reservation.

Season subscription ticketing is handled differently by each organization. Priority ordering information is given with confirmation of the season subscription. Information about contacting each Community Arts Organization is listed in its event description.

Prices, dates and titles are subject to change. Please contact RCC Box Office with any questions.

RCC BOX OFFICE INFORMATION

Online: www.restoncommunitycenter.com
Available until one hour before a performance and requires payment of a processing fee.

By Mail: **Return Ticket Order Form to
RCC Box Office, 2310 Colts Neck Road, Reston, VA 20191**

In Person:

- **Tuesday, Wednesday, Thursday: 4:00 p.m. – 9:00 p.m.**
- **Saturday: 1:00 p.m. – 5:00 p.m.**
- **Two hours before any ticketed performance.**

703-476-4500, Press '3' • TTY 711

Please provide the following information when you call:

Phone:

- Your name with the correct spelling as it appears on your credit card;
- The best telephone number for us to return your call;
- The performance title, date and curtain time you wish to attend;
- The number of tickets you wish to order and whether they are Reston, Non-Reston;
- Your Visa, MasterCard, American Express or Discover credit card number, expiration date and the security code;
- The billing address of your credit card including zip code;
- Your email address so that we may send a confirmation as well as your barcoded e-tickets to you.

Fax: **Fax Ticket Order Form to 703-476-2488**

PLEASE NOTE:

- No refunds or exchanges are made unless the show is canceled.
- Please indicate if a wheelchair accessible seat is needed, or of any other accommodations we can make to provide better access for patrons with any special needs; and do so as soon as possible to assure we can best accommodate you.
- All audience members, regardless of age or the performance location at Reston Community Center, are required by Virginia Fire Code to have a ticket.
- Tickets are not mailed. Barcoded tickets will be sent electronically to the primary patron at the time of the sale. Barcoded tickets may be printed at home or shown on your mobile device to be scanned at the theatre door. Any issues regarding e-tickets can be addressed by calling the Box Office.

Prices, dates and titles are subject to change. Please contact the Box Office with any questions.