x Conte Forum: Events in the Conte Forum are General Admission. Capacity is usually 3,500 to 5,000 tickets
total depending on the event. x Margot Connell Recreation Center: Events in the Margot Connell Recreation Center are General Admission. Capacity is usually 1,800 tickets total. x Trinity Chapel: Events in the Trinity Chapel are General Admission with a capacity of 450; therefore, seats are
first-come first-serve and your ticket does not guarantee you a seat.

Complimentary Tickets/Reserved Seats/Will Call Tickets x Event sponsors are permitted to request complimentary tickets   x

Tickets Amounts and Associated Fees
x All events ticketed by the RTAC Box Office are subject to a RTAC Box Office fee that will be built into the
ticket price regardless of whether the event is presented by on or off-campus entities (except for free
events). The fee goes to covering credit card transaction costs as well as helps pay for the 3
rd
 party online
ticketing system that the RTAC Box Office utilizes.
x The fee the RTAC Box Office charges is based on a sliding scale. Please see the table below for reference. If
there is an admission charge for tickets, we request that the minimum admission charge be $8.00, which
carries a $2.50 fee, therefore the total price of the ticket is an even $10.50.
x Free events do not require a ticket fee, however they are restricted to pick up at the RTAC Box Office window
only (unless specified). Free tickets can’t be sold online, as all tickets sold online automatically incur a fee.
x It’s the responsibility of the event promoters to include the fee in all advertised ticket prices to provide
consistency. Therefore, we require all promotional materials for events ticketed by the RTAC Box Office to
include the fee into the listed price of the ticket. For example, a $10.50 ticket should be advertised as a
“$10.5024 566.02 Tm
0 G
[(.50)] TJ
ET
Qq
0.00000912 0 612 792 re
W* n
1$c.90 566.02 Tm
0 G
[(019A>-4<015D0110>3<016C>5<011E019A>-6<0035510<0135F003>-5<0126>5<011D019A010301702-2<0116>5<0103>-3<0375>8<01A8>03F4-5<0103>-3<010209<011E>-4<017D515D01900110015D010D0176>-<0003>-3<0150>3<016A>-4<0112011C015D011E>870003>-3<0189>-4<018F>90<0175>-4<01100003>-2<01120103>-2401A8>87003EE] TJ

x A dog that fundamentally alters an activity (ex. barking in the theater) will be asked to leave. Similarly, if a
person is unable to control their service animal, they may be asked to leave. Any ticket price paid through
the RTAC Box Office will be refunded. x The venue does not permit access in public spaces by any animals deemed by law to be pets rather than
service animals. Pets include but are not limited to therapy animals and emotional support animals.
Event Marketing & Promotion Assistance x The RTAC Box Office asks to please provide them with a website and phone number for them to direct
patrons with questions about the event as well the specific links to any social media site that you may use to
promote your event. Please be sure to list the full URL web address for the event if available. This will also
help the RTAC Box Office ensure the event is being promoted with the correct information, as well as provide
a channel for possible event updates. x If groups are looking to promote their events on the BC.edu/tickets webpage (via the university calendar
scroll), the group must enter their event details into the University Calendar; http://events.bc.edu/. Please
then login to submit an event. Then, in the field called "Web Filter" towards the end of the form, click “Robsham Theater” for the event to show up on the BC.edu/tickets webpage. This is the responsibility of the
group hosting the event; not the RTAC Box Office. x If groups are looking to promote their events in other ways, the RTAC Box Office offers several ways for
groups to advertise their event. Groups can submit a digital file (.jpg or .pdf) to be displayed on the digital
signage located above the RTAC Box Office

patrons. Please notify us at rtactickets@bc.edu if your event has any special needs.
x Only RTAC Box Office staff and RTAC Full-time staff are allowed in the Box Office.
x Food, drink and flash photography are typically not permitted in the Robsham Theater Arts Center's