

**Robsham Main Stage  
Venue Information Packet (V.I.P)**

Updated 1.25.24

The Robsham Theater Arts Center's (RTAC) premier event space is the Robsham Main Stage, located on Boston College's lower campus. The Robsham Main Stage is a large proscenium-style theatre that is the ideal place for mid- to large-size performances. It is equipped with professional lighting and sound systems, custom draperies and backdrops and its own Box Office. The Robsham Main Stage has hosted a variety of dance, music, and theatre performances, as well as classes, lectures, movies, and comedians.

The total audience capacity of The Robsham Main Stage is 567 seats: 539 fixed orchestra seats, 22 Jump seats that also serve as wheelchair and wheelchair companion spaces as well as 6 limited mobility seats spread throughout the venue, in compliance with the Americans with Disabilities Act (ADA). The venue is also equipped with wireless hearing assistance devices, in compliance with the ADA. Additionally, the audience section for this venue can be sectioned off into two major sections using velvet ropes. The lower section, which is closer to the stage, holds 278. The upper section holds 289.

Please read through this packet and if you have any questions, please email the Robsham Theater Arts Center Management at [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).

**QUICK LINKS:**

To request a reservation, please complete the RTAC Scheduling Request Form:

<https://fs8.formsite.com/RTAC/RTACSchedulingRequest/index.html>

To confirm event details for an existing reservation, please complete the RTAC Event Form within 3-6 weeks of the event:

<https://fs8.formsite.com/RTAC/RTACEventForm/index.html>

To have the RTAC Box Office sell tickets to your event, please fill out the following RTAC Ticketing Request Form online:

<https://fs8.formsite.com/RTAC/RTACTicketingRequest/index.html>

**SPACE**

- The proscenium width is 43' and the proscenium height is 21'.
- The stage is roughly 42' deep (13' from the edge of the stage to the proscenium, 29' from the proscenium to the cyclorama).
- The maximum capacity for the stage is 172, which is helpful for groups hosting graduation ceremonies, etc. The stage capacity is independent from the 567 capacity of the front of house of the Main Stage.
- There is a green room/student lounge in the Robsham Theater Arts Center that has both men's and women's changing areas and restrooms (including showers). It must be reserved in advance, as this area is a) not always available and b) not private/secure, as it also functions as a student lounge. Please consult "Dressing Room Policy" listed later in this packet for details.
- In addition to the Green Room, the Robsham Main Stage shares a lobby with the Bonn Studio Theater. The RTAC Box Office is also located in the lobby.
- There are men's and women's public restrooms, as well as water fountains, located in the Kresge Room, a small room off the RTAC lobby.

**STAGE EQUIPMENT & THEATRICAL DRAPERIES**

- Acoustic Upright Piano
- Boston College podium
- Marley Dance Floor
- 1 main maroon rag with the Boston College seal, 1 main maroon traveler, 1 black traveler
- 3 sets of black legs
- Cyclorama
- 20 black chairs (though its possible that more can be acquired)

## AUDIO/VISUAL

- The Robsham Main Stage is equipped with 12 wireless microphone options that can utilize any combination of handheld, lavalier or headset microphones. Additionally, the venue is equipped with 6 Shure SM58 microphones with tabletop microphone stands for panels as well as multiple gooseneck podium microphones.
- A wide selection of other microphones is available for use in the Robsham Main Stage as well. The RTAC staff will work with you to make sure your AV needs are met as well as advise you on AV solutions that may best work for your event. We can also recommend outside vendors in situations where our inventory can't meet your demands.
- Yamaha CL3 Digital Sound Mixer
- 2 Mounted 18" Bass Subwoofers
- 12 Mounted 12" Line Array Speakers
- (2) Christie 16:9 12,000 Lumen Projectors
- 13' x 24' Motorized Projection Screen (13' from front of stage)
- Our preferred formats for video files are QuickTime/MP4 files. When preparing files, please consider the aspect ratio of the projection screen; which is 16:9(1080p). Other aspect ratios will work as well, however the letterboxing will be more noticeable.
- The venue is equipped with an Apple MacBook Pro laptop and an iMac desktop computer; however, these are intended to assist in running back up versions of the presentations only. We encourage groups using the space to bring their own computers. If using a MAC, please be sure to bring a VGA or HDMI adapter dongle.
- Requests for on-stage monitors (both video and audio) need to be included in the submitted RTAC Event Form.
- Video connection capabilities: VGA and HDMI
- Audio connection capabilities: standard PC headphone 1/8 inch input, XLR, RCA. Note: If you are bringing music, it's recommended to have a second copy (that way there is a backup in case your iPod runs out of energy, file crashes or the cd does not play correctly.
- In addition to wireless Internet throughout the venue, The Robsham Main Stage has multiple hard line connections to Boston College's Internet. One dedicated Internet port is located stage left and the others are located in the control room, located in the back of the theater.
- ETC Ion (software version 2.3.1) Theatrical Lighting Control Board
- Computerized lighting system with full lighting inventory which includes:
  - **Front of House Lights**
    - 14 Source Four Lekos for a full stage front light wash including 5x 26°, 5x 19° and 4x 10°
  - **Wash lights:**
    - 18 Source Four PARS with Wide Flood (WFL) for a 2 color wash
  - **Cyc lights:**
    - 12 3-cell Mole-Richardson Cyc lights for a 3 color Cyc wash
- A full inventory of various Source Four PARs, Leko Lights (varying degrees), and 6" Fresnels with a multitude of lenses, top hats, barn doors, colored gels/gel frames and gobos
- The Robsham Main Stage is equipped with 4 wireless Clear-Com headsets that can be used anywhere in the theater or lobby.

## RESERVING ROBESHAM'S MAIN STAGE

### STEP 1:

- To reserve a venue in the Robsham Theater Arts Center (this includes, the Robsham Main Stage, The Bonn Studio Theater, The Brighton Dance Studios, The Kresge Room, The Robsham Lobby, Vanderslice Room #117, and the Robsham Green Room), the first step is to complete the RTAC Scheduling Request Form online so your request can be evaluated. Student Group request must be approved through the office of Student Involvement (OSI). For non-student groups, the RTAC Scheduling Request Form can be found here: <https://fs8.formsite.com/RTAC/RTACSchedulingRequest/index.html>

### STEP 2:

- Once the space is reserved, it will need to be confirmed for the event to proceed. To confirm the event, the group representative must also complete Robsham Theater Arts Center (RTAC) Event Form online 3-6 weeks prior to the event date. If the RTAC Form is not completed accurately by that time, the success of the event could be compromised, which could include cancellation of the event. The RTAC Event Form can be found here: <https://fs8.formsite.com/RTAC/RTACEventForm/index.html>
- Just a reminder that the RTAC Event Form is for logistics coordination and it is to be filled out **ONLY AFTER** a reservation has been secured. Once this form is completed, RTAC Operations will review the notes and set up a meeting to review the event, if deemed necessary.

### STEP 3:

- If this will be a ticketed event, please complete a RTAC Ticketing Request Form as detailed in the "Ticketing" Section below in this Venue Information Packet.

### STEP 4:

- After your event, we encourage all groups to complete an optional RTAC Customer Satisfaction Survey. As our goal is to provide our clients with the best service possible with their events in the facility, your feedback is important to us. The RTAC Customer Satisfaction Survey can be found here: <https://fs8.formsite.com/RTAC/RTACsatisfactionSurvey/index.html>

### Other RTAC Reservation Policies:

- The use of the Robsham Theater Arts Center Lobby or the Kresge Room for book signings, meet and greets, or merchandise sales must be also reserved through RTAC Scheduling Request Form. It should be noted that due to egress issues, there are specific designated spots for these activities within the venue. The RTAC staff will work with the group representative to coordinate these details for the event, if applicable.
- All communication from the organization to RTAC Management should be handled by a single group representative whose name will be listed on the reservation (if the group hosting the event is a student group, the student group's Office of Student Involvement staff member should also be included). On the day of the event, we request that the group representative must be on-hand and serve as a point person for communication with the RTAC staff from the time of setup until breakdown is completed.
- All events must follow the guidelines and policies set forth in this packet. Student groups must also follow policies set by the Office of Student Involvement for hosting events: <https://www.bc.edu/content/bc-web/offices/student-affairs/sites/student-involvement/student-organizations/event-planning.html>. Exceptions may be made at the discretion of the Director of the Robsham Theater Arts Center.
- All events in the Robsham Theater Arts Center typically must end by 11pm (though rehearsals can go slightly later), as the building closes at midnight as time is needed to clear the building and clean up. Any exceptions

must be cleared four weeks in advance (in writing) by the Director of the Robsham Theater Arts Center, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu).

- All events in the Robsham Theater Arts Center are administered by RTAC Management, including the provision of staff. The size of the staff needed for an event is determined solely by the RTAC Management.
- Groups hosting an event in the Robsham Theater Arts Center can provide their own volunteer event staff, however, they must be A) approved by the RTAC Management and B) are only allowed as a supplement to the trained front of house and technical staff provided by Robsham Theater Arts Center.
- While the safety of the patrons and performers in our venues are RTAC's top priority, individuals/groups performing or rehearsing at any of the RTAC spaces do so at their own risk.
- Last minute bookings: RTAC can't guarantee accommodation of requests for space in the RTAC venues within 2 weeks of the proposed event date.
- Major events like concerts, talent shows or dance performances tend to require more technical support as well as additional set up time. They may also require the addition of outside security or technical support, in addition to rental of additional crowd control devices (such as metal detectors and barriers). In these cases, a meeting with RTAC Management must occur two months prior to the show. Student groups must meet with the RTAC staff to discuss viability and costs of the production before the tickets can go on sale. This way additional funds required by events of such magnitude can be procured in advance. Failure to do so will result in the cancellation of the event.
- Based on your needs and the needs of the BC Community, RTAC reserves the liberty of relocating/rescheduling your event to a more appropriate time/venue.
- When planning your event, please remember to email [Transportation & Parking](mailto:Transportation & Parking) to confirm parking availability and locations.
- As always, please email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu) with any questions. Thanks!

#### CANCELLATIONS & NO SHOWS:

- To cancel a reservation for this major event venue, a group must email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu). Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged staffing fees (\$500-\$700). All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.***
- A "No Show" is considered a "day of" cancellation and will incur a full cancellation charge.
- If Boston College closes due to a snow/weather emergency, the Robsham Theater Arts Center venues will also be closed and any rehearsals/events will be cancelled or rescheduled (if possible).
- Power outages can affect AV, electronic door locks, communication systems/phone lines and other fire, emergency and/or regulatory systems. If a power outage occurs in this building, this area will be closed and any classes/rehearsals/events booked must be canceled or relocated until power is restored.

#### TICKETING EVENTS

- Most events require tickets for admission. If you are looking to have the RTAC Box Office sell tickets to your event, please fill out the following RTAC Ticketing Request Form online: <https://fs8.formsite.com/RTAC/RTACTicketingRequest/index.html>
- Once this form is completed, RTAC Box Office will review the notes and set up a meeting to review the event, if deemed necessary.
- Some free events may be ticketed or wrist banded to ensure fire safety codes are met.
- The RTAC Box Office must handle all ticket transactions for events in the Robsham Theater Arts Center venues. This includes prepaid pickup, complimentary tickets, and the printing of tickets. Cash, Eagle Bucks, Visa, MasterCard, Discover, American Express and checks made payable to Boston College are accepted as payment for ticket sales. The Ticket Center has a "no refunds, no exchanges" policy.
- Though the capacity is 567, RTAC typically only will issue tickets for up to 545, as this allows for space to address any front of House or hospitality issues. Exceptions to this rule may be made by RTAC Management.

## TECHNICAL/BACKSTAGE EVENT COORDINATION

- All technical requirements, (i.e. audio, visual, scenic materials, dressing room issues, and technical staff) are to be addressed when the RTAC Event Form is submitted. If the performer provides a technical rider, it must be submitted with the RTAC Event Form to ensure that the performer's needs are met.
- It is the responsibility of the organization sponsoring the event to ensure that the Artist(s)/Performer(s) are in the venue no later than one hour prior to the published start time of the event. The Artist(s)/Performer(s) must be present in the space at that time to ensure that the space, audio, and other needs are appropriate for the performance before the venue is open to the public.
- Every performance/rehearsal in the Robsham Theater Arts Center requires a Technical staff member present to supervise the technology (lights, video, audio) in the venue. There are occasional exceptions to this policy. For instance, the Boston College Theatre Department manages its own classes, technical rehearsals, rehearsals, and production performances in both the Bonn Studio and The Main Stage.
- The audio, lighting, and video equipment in the event space is to be used only with the permission of the RTAC staff. If anything is used, it must be returned in its original working order, otherwise the group booking the space is responsible for restitution. Similarly, the light boards and sound boards MUST be returned to the original presets or positions.
- The venue is equipped with a basic wash of lights that illuminate the stage. Any adjustments to the audio or lighting settings require the reservation of extra technical set up time in advance so there is adequate duration to adjust the lights, as well as return them to their original state.
- No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame proofed.
- All performers are encouraged to remain backstage at the end of the performance. Formalized (i.e. non-student performer) "Meet and Greets" must be approved two weeks in advance by the RTAC staff.
- Any banners or signs must be delivered to the RTAC Administrative Office (Room 131 Robsham) at least one week in advance to ensure that they will be hung up in time for the event. All banners must be fire-rated and have up to date burn tags. All banners are subject to the approval of RTAC Management for fire code rating and content.
- If onsite parking is required, arrangements can be made through the university's parking and transportation office at an additional cost. Pricing and location information can be found at on the Web here: <http://www.bc.edu/offices/transportation/visitor.html>. For assistance in planning special meetings or events, contact [transportation@bc.edu](mailto:transportation@bc.edu).

## Web Streaming and Capturing the Event

- Robsham is able to web stream an event from the Robsham Main Stage to the Internet (or record a video of the event) however BC policy requires closed captioning which requires an outside vendor (see below). To facilitate this option, please indicate this on the aforementioned RTAC Event Form (or email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu)) roughly 8 weeks in advance so Robsham can provide the proper cameras and staff.
- Boston College requires that all video content associated with the University, either pre-recorded or livestreamed, comply with ADA standards and include Closed-Captioning. In order to comply with ADA standards, Clients who wish to livestream or upload video content to their websites must hire a Closed-Captioning provider for their events. Note: "auto closed-captioning" options offered by YouTube and Facebook Live are not ADA compliant. At this time, AI Media (<http://www.ai-media.tv/>) is the only approved vendor to provide livestreaming from Robsham Theater. After submitting the Robsham Theater Event Request Form and receiving confirmation that Robsham Theater can provide the video feed to AI Media, Clients need to contact Jeremy Keeble ([Jeremy.Keeble@ai-media.tv](mailto:Jeremy.Keeble@ai-media.tv)) at AI Media. Requests and contact with AI Media must be completed 6 weeks in advance. For [Facebook Live](#) or offline captioning, any clients can make an account and a booking through Ai Media's [customer portal](#). Arrangements for Youtube Live bookings or private website hosting can be made through this vendor. For closed-captioning of "offline" video content, Ai Media can provide this service as well. BC also has a contract with 3Play Media ([https://www.3playmedia.com/boston-college/?5933\\_rm\\_id=168.21889183.7](https://www.3playmedia.com/boston-college/?5933_rm_id=168.21889183.7)).
- The Client is responsible for providing a host website (YouTube, Facebook Live, private website, etc.) for content and for the coordination of uploading content from 3Play Media or AI Media to their host website.

- Livestreaming and Closed-Captioning is a complex process that occurs in real time. As this service involves high bandwidth over the internet, lag or other technical issues are a possibility. Robsham Theater is not responsible for loss of content due to technical issues and will not reimburse the client in the event of technical glitches or failure.
- Robsham tech staff can provide an audio recording of the event if given 2 weeks advance notice.
- For help with other technical inquiries, please email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).

## **FRONT OF THE HOUSE EVENT COORDINATION**

- All Front of the House requirements (i.e. House Managers, ushers, public safety concerns, receptions, etc.) are to be included with the RTAC Event Form.
- A Boston College police officer detail may be required for events. This determination will be at the sole discretion of the Boston College Police Department.
- Staff reserves the right to use wristbands or any other means determined to ensure proper crowd control.
- No outside food or drink are allowed in the Robsham Theater Arts Center Venues. The Director of Robsham must approve any exceptions to this policy, at least 4 weeks prior to the event. Requests can be emailed to [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu).
- All events are to start within a five-minute window of the published start time. Any exceptions to this are to be made only by the RTAC staff.
- At the end of the performance, all patrons and student group members must exit the venue promptly.

## **OTHER VENUE POLICIES**

### **Dressing Room/Green Room Policy**

The Robsham Theater Arts Center has one Green Room and it's a shared space with The Robsham Main Stage, The Bonn Studio Theater and the Theatre Department. Additionally, it acts as a student lounge during the day and early evenings. The Green Room can hold 25-40 people and features a sitting area as well as make up stations, male and female changing areas with attached bathrooms (including shower). At all times, the male changing areas/bathrooms/showers are restricted to males and the female changing areas/bathrooms/showers are restricted to females. The dimensions of the "lounge" area of the Green Room is roughly 12.5 feet by 14 feet and is furnished with comfortable couches. If privacy is an issue, the Green Room/lounge is not an option, as it must remain in use by students and staff. Additionally, when the Theatre Department is in production, they have priority on using this space. If you need to use the Green Room as part of your event, please be sure to include it when you reserve the venue, as this space must be booked in advance, as it is also in high demand.

Occasionally, the back hallway of the Robsham can be used as a "backstage" space for performers and to make clothed quick changes only. RTAC will work with you to restrict general public access to this space, however, it's not a secure or a private space, as there are offices that may still need access to the space. Another thing to keep in mind when using the back hallway; a 42 inch wide path through the entire length of the hallway must be kept clear at all times. Also, all doors and egresses must be kept clear so they can open and shut with no impedance.

### **Event Pre-Production Meeting Policy:**

It is highly recommended that groups hosting an event in Robsham Theater Arts Center speak with or meet with a member of the RTAC team (131 Robsham). At this meeting, they will review and update the group as to any additional rules and restrictions, as well as review any contracts for any outside companies/external contractors as well as technical riders/specifications. To set up a meeting, or if you have any questions, feel free to email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu) and we will assist you with your request.

### **"Off Limits" Policy:**

There are restricted areas in the venue that can only be accessed by the RTAC staff. These areas are off limits to all groups using the space, as well as audience members and performers (unless accompanied by RTAC staff).

**In the Robsham Main Stage**, the restricted areas include: the ticket booth, the catwalk, and any other space marked off-limits. Access to the Control Booth located in the back of the theater requires approval from the RTAC staff. Additionally, no one is allowed to touch or move technical equipment. All other equipment, including chairs, tables, pipe & drape, carts, music stands, etc. will need the approval and help of a RTAC staff member if the group would like it moved. At no time are the plants in the lobby to be moved from their current location. The Green Room must be booked in advance or it is off limits (please see the above Green Room policy for reference). Access to the Scene Shop and Costume Shop (as well as any storage area) is off limits as well, unless written approval has been provided by RTAC or the Theatre Department prior to the event.

### **Snow, Weather Emergencies & Power Outages:**

- In the event of inclement weather, Boston College events will be held as scheduled *unless* the Boston College campus is closed. To find out more information about whether the campus is open, please visit [www.bc.edu](http://www.bc.edu) or call 617-552-4636.
- Power outages can affect AV, electronic door locks, communication systems/phone lines and other fire, emergency and/or regulatory systems. If a power outage occurs in this building, this area will be closed and any classes/rehearsals/events booked must be canceled or relocated until power is restored.

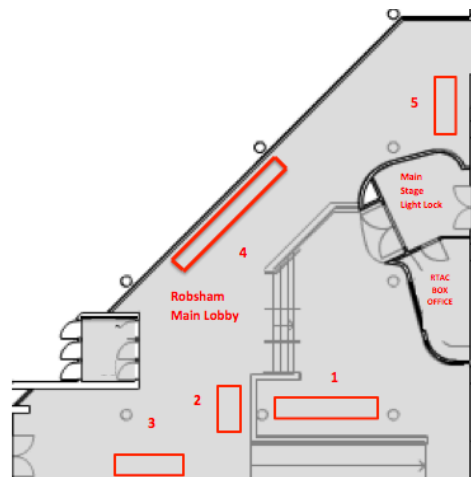
### **Rental Items Policy:**

Boston College's Department of Event Management is the designated vendor for the rental of specialty items that are often needed for events; like tables, tablecloths, arm chairs, pipe and drape (for the hanging of banners), easels and flowers. If you are interested in ordering these items, please email [eventmgm@bc.edu](mailto:eventmgm@bc.edu). Event Management requires all requests be made at least 12 days prior to the event and reserves the right to decline a request if its short notice/they can't accommodate the request. For the purpose of planning and logistics management in the RTAC venues, if you are renting any these supplemental items for your event, RTAC Management requests that you indicate this on the RTAC Event Form and coordinate with us when the items will be dropped off/picked up via email to [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).

**Lobby Furniture Policy:** No furniture may be removed from the RTAC Lobby or Kresge Room. The plants in the RTAC Lobby may not be moved at all (they must remain in the precise positions). If you are renting tables for the lobby to be used information tables, registration tables, catering or meet and greets, you need to:

- A) Email Event Management at [eventmgm@bc.edu](mailto:eventmgm@bc.edu) to coordinate rental of the tables. Event Management requires all requests be made at least 12 days prior to the event and reserves the right to decline a request if its short notice/they can't accommodate the request.
- B) Coordinate with RTAC Management via email ([rtac.operations@bc.edu](mailto:rtac.operations@bc.edu)), as to when the drop off/pick up of these tables will take place
- C) Indicate on the RTAC Event Form, or via email to [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu), as to where the tables will be placed. There are specific approved locations where the tables can be set up, due to fire egress issues.

***Please refer to the graphic below for specific table locations in the Robsham lobby.***



1. On the upper landing, opposite the RTAC Box Office/Doors to the Robsham Main Stage, in the nook above the ramp
  2. At the bottom level, between the stairs and the handicapped ramp
  3. Along the wall near the entrance of the Bonn Studio Theater, just to the right of the clock
  4. Along the glass window(s) in the front wall of the lobby
  5. Along the wall just before the Kresge Room in the RTAC Lobby
  6. In the Kresge Room, along the wall.
  7. Scattered through the lobby, as long as they don't block egress/ramps. 5 maximum in Lobby, 5 maximum in Kresge Room. Please note that this is restricted to "Cocktail" or "High Top" tables only.
- D) Requests for exceptions to this policy may be emailed to [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu) at least 2 weeks prior to the event.

### **Selling of Merchandise, Food and Flowers Policy:**

- **Retail of Merchandise:** There are no cash sales of any merchandise (like t-shirts or books) in the Robsham Theater Arts Center unless it's been authorized eight weeks in advance of the event in writing by the RTAC Director, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu). In some instances, this also may need to be coordinated with the BC Bookstore ([1111mgr@follett.com](mailto:1111mgr@follett.com)) as well.
- **Retail of Food & Drink:** Any requests to retail food and drink (i.e. a table selling cans of soda, bottled water, candy, popcorn, etc.) need to be approved eight weeks in advance by RTAC Director, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu) and Event Management ([eventmgm@bc.edu](mailto:eventmgm@bc.edu)). Please also note the **Food and Drink Policy** below regarding the allowance of food and drink into the venues.
- **Retail of Flowers:** If a group wants to sell flowers at an event, it must be approved four weeks in advance by RTAC Director, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu). The exception to this rule is on Commencement Day, in which it must be authorized by RTAC Director, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu) and the Bookstore ([1111mgr@follett.com](mailto:1111mgr@follett.com)).
- **Student Groups:** If a student group's event wants to sell anything at their event, they also require the approval from the Office of Student Involvement (OSI). A copy of the OSI approval must be forwarded to RTAC Director, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu), 8 weeks prior to the event.

### **Food and Drink Policy:**

Boston College's Department of Event Management is the primary vendor for event catering services. Though food may be allowed in the RTAC Lobby, Kresge Room and Green Room, it is at the discretion of the RTAC Director. No outside food or drink allowed in the Robsham Theater Arts Center Venues. The RTAC Director must approve any exceptions to this policy, at least 4 weeks prior to the event. Requests can be emailed to [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu). If you are interested in catering services for your event or want more information including costs, please email [eventmgm@bc.edu](mailto:eventmgm@bc.edu). Event Management requires all requests be made at least 12 days prior to the event and reserves the right to decline a request if its short notice/they can't accommodate the request.

### **Storage Policy:**

- The venues must be left in the same clean condition (or better) as it was found.
- As space is limited in these venues, groups are not allowed to store anything in the event space unless it has been approved by the Director of RTAC. To get approval, a written document must be submitted via email to [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu) which details the sizes of the items (including set pieces or scaffolding), and exactly where they are suggested to be stored at least TWO WEEKS in advance. If items are allowed to be stored on the premises, they cannot obstruct anything that normally gets used in the event space, as well as fire exits or egresses. Also, please note weights of any set pieces; they must be moveable so as not to interfere with



any other events the venue is hosting, as it is a multipurpose space. RTAC staff reserves the right to refuse items stored on site.

- All production elements (scenic, electrical, properties, etc.) must be cleared off the stage every night as the venue may be used during the day for classes, etc. unless specific permission is granted in writing by RTAC management two weeks in advance.

### **Fire Safety Policy:**

- No smoking, fire, or live flame is permitted in the venue.
- Any and all scenic materials must have undergone documented fire resistance treatment (burn tags or certificates of flame resistance are required).
- Fire exits and egresses must be accessible at all times. Audience members and performers need to keep these areas clear during their performance (unless received written approval from RTAC Management four weeks in advance). This includes on both sides of the stage, in the aisles front of house, backstage and lobby. All areas and egresses must be cleared of at least 42" in width, in straight lines from the egresses to the exits. If cables need to cross these areas, they must be securely taped down. Failure to do so will result in an immediate shut down of the event.

### **Decorating Policy**

In order to keep this venue in ideal condition, the following guidelines have been established.

1. There is no decorating the Robsham Theater Arts Center lobby. If a group would like an exception made to any of these rules, they must secure (in writing) an approval directly from the Director of RTAC, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu), at least 4 weeks in advance of the event.
2. Any banners or signs must be delivered to the RTAC Administrative Office (Room 131 Robsham) at least one week in advance to ensure that they will be hung up in time for the event. All banners must be fire-rated and have up to date burn tags. All banners are subject to the approval of RTAC Management for fire code rating and content.
3. No latex balloons, confetti or streamer cannons are allowed at any time. Mylar balloons can be used, upon the confirmation that the balloons were not made in same factory as latex balloons (as cross contamination could occur).
4. Please refrain from using any adhesive tape, pushpins, or other damaging materials on the walls. The use of adhesive material that may damage surfaces is prohibited (duct tape, tacks, nails, paint, etc.). If you require portable wipe boards, pipe and drape or easels, please secure them through Event Management.
5. Decorations may not obstruct doors, hallways, staircases or fire exits.
6. If using decorative string lights, they must be equipped with LED bulbs and be UL certified. Lights cannot be hung on any fire suppression device including pipes, electrical conduits, entrance/exit doors or walkways.
7. Please ensure that after your event, the venue is returned to its original condition. Please discard all trash in waste bins and flatten any cardboard boxes before disposing of them in the recycling bins. If the venue is not returned to its original condition, the organization may be charged a fee and use of the RTAC venues may be restricted for future events by that group.
8. Any violation of this policy will result in an early termination of the meeting/event.

### **Painting/Glitter/Sand Policy:**

Absolutely no painting will be allowed in event space without prior approval by RTAC Management. Spray paint, powdered coloring dust, sand or glitter will not be allowed on stage or in the venue at any time. It could damage equipment, incur clean-up cost, or jeopardize your group's ability to reserve events in the future.

### **Dance Floor Policy:**

- Rosin or other substances are not allowed on the Marley (vinyl dance floor) as it will damage it.

### **Prop Weapon Policy:**

- Any prop that could be mistaken for a dangerous weapon by fellow students or Boston College Police will be considered a dangerous prop and classified as a prop weapon. This includes any knives, items with a sharp edge, toy weapons and/or guns. If a group is requesting the use of prop weapons for a performance, they must detail the weapon request and how it will be used and secure (in writing) an approval directly from the Director of RTAC, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu), at least 4 weeks in advance of the event, as the Director is responsible for alerting BCPD of any use of prop weapons on stage and how they will be used.
- The Theatre Dept will handle any notifications of use of prop weapons for their academic performances with the BCPD (separate from the RTAC processes), keeping [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu) cc:ed so RTAC is in the loop if prop weapons are being used as part of a performance.
- The firing of "blanks" in pistols/guns are not permitted. However, prop guns that utilize a sound effect through the venue's audio system to simulate firing, may be permitted pending the approval of RTAC Management.
- Prop weapons are restricted to the back stage and/or prop weapon storage area/lock box. They should be stored away securely when not in use. Prop weapons are not allowed in any other area such as the Green Room or Lobby. If there is an exception (for repair for example) the Boston College Police must be consulted as to the appropriate, and legal, manner in which the prop is moved to and from the Robsham.
- Finally, only RTAC staff may bring prop weapons into the building. A prop weapon brought into the building by any non-staff person will be confiscated and turned over to the Boston College Police Department.
- If a group would like an exception made to any of these rules, they must secure (in writing) an approval directly from the Director of RTAC, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu), at least 4 weeks in advance of the event.

### **RTAC Electrical Tie-in Policy/Procedures:**

After meeting with RTAC's technical support team, it may be determined that outside AV is required. If so, it is likely the external vendor will need to tie into BC's electrical systems for power. In those cases, it is up to the producing organization (or if in the case that the producing organization is a student group; it should be their advisor from the Office of Student Involvement) to submit two work orders to the Work Order Center at least 14 days prior to their event.

1) The first work request BC Electricians to CONNECT the vendor's electrical "tails" to the BC electrical panel specifying the location of the venue. The time specified should be the load-in time for the vendor. In Robsham, the panel is located in the loading dock of Corcoran. In 300 HPP Auditorium and Multi-purpose Room, the panels is located just off the stage (stage-right).

2) The second work request would need to be entered at least 14 days prior to their event and should indicate for BC Electricians to DISCONNECT the vendor's electrical "tails" from the BC electrical panel located in the loading dock of Corcoran. The time specified should be the load-out time for the vendor.

\*Due to electrical safety concerns (high voltage exposure), the BC producing organization (or OSI representative, in the case of a student group) must be onsite to meet the BC electricians and vendor for both the connection and disconnection to confirm that these tasks have been completed.

\*In the event that the BC electricians do not arrive or are late for their scheduled connect and disconnect times, the BC producing organization (or OSI representative, in the case of a student group) must call the BC Work Order center and arrange for a BC electrician to perform the tie-in or out.

\*The BC producing organization (or OSI representative, in the case of a student group) must provide the RTAC Technical Supervisor with the contact information (cell phone primarily) of their designated onsite person.

### **Stage Design Policy:**

While the Robsham Theater Arts Center offers a full array of theatrical resources, most events held in the Robsham Theater Arts Center venues are limited to basic set ups on stage that utilize no physical alterations to the stage (including the use of paint), as set up and break down time for events is limited due to the venue being in high demand.

However, groups (such as those planning a theatrical production) interested in utilizing these resources whom have secured sufficient time as part of their reservation, may petition for an exception to the above policy to request access to these resources which include (but are not limited to) the use of Theatre Department's props, flats, and other materials, the Scene Shop for tools to build scenery and props as well brushes and other equipment to paint the stage.

The Scene Shop, for instance, offers a large catalog of inventory of props, platforms and other basic stage scenery that may be reserved from the Theatre Department in advance. These items are on file with the Theatre Dept. Additionally, the Scene Shop houses a robust supply of construction tools, along with a trained Scene Shop Representative who will be onsite to supervise individuals doing the build. **Any building that takes place (especially requiring power tools) requires a Scene Shop supervisor onsite. Only Scene Shop power tools are allowed to be used for builds (students are not allowed to bring in their own power tools).** Please note the Scene Shop however does not supply labor. Similarly, they do not supply paint and other construction materials (including but not limited to brushes, wood, hardware). Those items would need to be purchased by the group hosting the event.

The petition must be emailed to [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu) 8 weeks prior to their show, so that RTAC Management and the Theatre Department has ample time to review the request and ensure there will be no conflicts with the academic mission of the Theatre Department. If the show is within the first 8 weeks of the fall semester, the petition must be received NO LATER Than April 30<sup>th</sup> of the previous academic year.

This petition must be submitted for items such as:

1. Request to borrow any props from the Theatre Department
2. Borrowing of platforms, staging or other large furniture from the Theatre Department
3. Onsite storage in the RTAC venues of any items for the performance
4. The use of water and food on stage
5. Changes/alterations or custom designs of the standard lighting or sound plot that the venue provides
6. The use of any special props, prop weapons or special effects
7. Tech Plates/the building of any customized items for props or scenery
8. The painting of the stage or any other alterations to the physical venue
9. The installation of special flooring like a Marley Dance Floor

Once this is received, the RTAC Associate Director will review the items/plans with a representative from the Scene Shop to determine costs and feasibility to determine what options will be permitted.

Student Group theatrical productions typically are limited to one 8-hour day (typically held on a Saturday) in the Scene Shop for their build.

Failure to submit the petition within the 8-week time limit may impact what items are approved. The group borrowing items for their production from the Theatre Department is responsible for any damage caused to those items or the venues due to inappropriate use. Failure to follow the RTAC policies may result in restriction of the group to the venue in the future and/or cancellation of their show/reservation.

**PLEASE NOTE:** All stage layouts/designs on the Robsham Main Stage must allow for a 3 foot clearance space in front of (and including) the main traveler so that a) the curtains can close and b) so that there is an unobstructed space for the fire curtain to fall, should it need to be activated.

### **Other Restrictions for Theatrical Performances:**

Any group wishing to host a theatrical production in the RTAC venues must submit a proposal covering all aspects of their event(s) before they go into production. Proposals should be emailed to [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu). RTAC staff will review the proposal, and pending its approval, will work with the group. Due to liability issues, certain aspects of theatrical performing are restricted such as (but not limited to):

- The only items that can be hung from the grid are RTAC lighting instruments and cables. RTAC Management must approve any exceptions at least 4 weeks in advance. Similarly, any re-positioning of the items on the grid such as existing lights, speakers or stage draperies/tracks is not allowed. Requests for exceptions can be emailed to [RTAC.operations@bc.edu](mailto:RTAC.operations@bc.edu) at least 8 weeks before the event.
- Aerials (when a performer is suspended in the air from the truss or similar structure via a cable) are not allowed.
- Hazers, Fog Machines, and Pyrotechnics of any kind are not allowed in the venue. The use of Dry Ice for smoke may be allowed with enough notice (at least 4 weeks, pending the Director's approval) as it requires a special permit with the Boston Fire Department as well as a fire detail: a trained representative from the Fire Department working a four hour minimum shift per performance, with a cost to the group of around \$200 per event.
- Breakaway glass (like sugar glass) is not allowed, as the shattering pieces can create a potential hazard. This includes, but is not limited, to the breaking of mirrors, bottles, windows, glasses/cups/mugs/plates on stage.
- The Theatre Department's props and costumes are property of the Theatre Department and not to be used for non-Theatre Department related events or activities, unless the group attains advance written approval from the Theatre Department (please see Stage Design Policy for more information).
- Please consult RTAC staff as needed. If a group would like an exception made to any of these policies, they must petition [RTAC.operations@bc.edu](mailto:RTAC.operations@bc.edu) at least 8 weeks in advance of the event. RTAC Management will review the request and may a) request a meeting set up to clarify the items or b) email what items are approved/denied.

### **Service Animal Policy**

- Service animals are limited to dogs and miniature horses. Service animals are required to be leashed or harnessed in the venue except when performing work, where tethering would interfere with the animal's ability to perform.
- While disabled individuals with service animals are not required to carry any documentation of their animal, it is suggested that service animals wear a vest indicating their status.
- The Robsham Theater Arts Center requests that the patron make the RTAC Box Office aware of their service animal at the time of ticket purchase so that appropriate seating is assigned.
- 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.
- 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.

### **Press & Photographer Policy (PPP)**

#### **For Theatre Department shows:**

There is **absolutely no photography allowed during Theatre Department performances**. However, Press and Photographers are invited to attend the final dress rehearsal (the night before the Opening performance of the run) of each Department production. Any member of the Press wishing to attend the final dress **must** coordinate with the Theatre Department Administrator ([theatre@bc.edu](mailto:theatre@bc.edu)) at least **48-hours in advance** of the rehearsal. There may

be exceptions to this policy, in which case the Theatre Department will coordinate with RTAC Management to determine alternative options.

**For NON-Theatre Dept. Shows:**

If a photographer or member of the press shows up, they will need a ticket to enter; therefore, they must contact the RTAC Box Office before they can go in (email: [RTACTickets@bc.edu](mailto:RTACTickets@bc.edu)). If they are on the groups comp list or have a complimentary ticket already assigned to them waiting for them at will call, they can be issued a press/photo pass and directed to enter the venue with the other patrons. This pass will allow them some access to move throughout the venue taking pictures (if the particular event allows for photos). If the performance is already sold out of tickets and the press/photographer hasn't reserved a ticket in advance, then they will not be allowed in. Typically, we advise that all press/photographers should secure a ticket for non-Theatre Dept. shows at least one week in advance to secure entry to a performance.

If they contacted the RTAC Box Office and found out the event is non-ticketed, they will obviously not require a ticket. However, they should leave the Press/Photographer's name and publication with the RTAC Box Office staff so they can alert the House Manager on duty night of the show, as they will need to speak with them about getting a press pass for the night.

**Power and Electrical "Tie-in" Policy:**

If the BC event producer is hiring a sound or lighting vendor that needs to "tie-in" their electrical power systems, RTAC has a 3-phase panel located outside the facility, adjacent to the load-in area. The vendor will need to provide their own 3-phase tails, feeder cable, and electrical panel. The distance from the panel to stage right is 125'. The feeder cable needs to run up through the portal located above the buildings' exterior door. In the event that the vendor will remain in the facility overnight, the vendor will need to provide a break in the feeder cable (approximately 50') at the facilities' exterior door.

Please note that the BC event producer is responsible for coordinating and arranging both the tie-in and disconnect with the vendor and the Boston College Electricians. The RTAC staff does not coordinate, arrange, or perform the tie-in or disconnect.

**Load-in/Venue Access Policy:**

There are two entry points where groups may transport sound/lighting gear, props, or other inventory needed for theatrical performances into the RTAC facility.

The primary load-in point is the loading dock located at the rear of the building. This dock serves both the RTAC and the dining facility; trucks cannot be parked there for extended periods. The dock is equipped with a lift and it is a flat roll through a set of exterior doors (34" x 85") and a set of single doors (32" x 81" or 39" x 81") into the facility.

The secondary load-in point is the rear doors of the RTAC between the Bonn Studio and Main Stage. For heavy equipment, a truck with a lift gate is needed, as there is no lift in this location. The exterior double doors measure (71" x 82") and the interior single doors measure (39" x 81"). It is a flat roll to both venues. Trucks cannot be parked there for extended periods, as it's an emergency vehicle zone.

Please note that the BC event producer is responsible for coordinating and arranging with Boston College's Transportation and Parking Services Department via email ([transportation@bc.edu](mailto:transportation@bc.edu)) with regards to parking for any external vendor's vehicles associated with an event.

**Clean Up Policy & Post-Event Evacuation Procedure:**

Every group is expected to leave the venue clean and in good condition. That includes all areas such as the stage, stage wings, the front of house area (the audience), green room and lobby. It's the responsibility of the group to dispose of any of their trash into proper receptacles and remove any of their belongings. A group who fails to clean up will be susceptible to extra staffing charges for cleaning services and/or potential disciplinary actions/loss of privileges to book future events. RTAC assumes no responsibility for any items left in the venue after your event. Please be sure that your group has collected all items.

At the conclusion of the event, the organization hosting the event is expected to depart in a timely manner once the venue (including green room and lobby, if applicable) has been restored the area to its original condition. Please discuss and confirm load out/break down of any rented items like tables, chairs, catering stations, etc. with RTAC Management while planning your event.

**ROBHAM THEATER ARTS CENTER (RTAC) MANAGEMENT STAFF:**

[www.bc.edu/robsham](http://www.bc.edu/robsham)

For general questions about scheduling and event set up logistics, please email the RTAC staff at [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).

(These numbers are not to be published for ticket sales)

**Kier Byrnes**

**Director, Robsham Theater Arts Center**

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**TBD**

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**Cait Cremins**

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**ROBHAM THEATER ARTS CENTER BOX OFFICE**

[www.bc.edu/tickets](http://www.bc.edu/tickets)

General Ticketing Email: [RTACTickets@bc.edu](mailto:RTACTickets@bc.edu)

Box Office Phone: 617-552-4002

TICKET CENTER HOURS (DURING THE ACADEMIC YEAR): Monday through Friday, 10am - 4 pm.

The Ticket Center will open one hour prior to show time and will remain open as necessary.

## **STAFF ASSOCIATED WITH EVENTS AT THE ROBSHAM MAIN STAGE**

### **Box Office Staff**

These staff members are trained to sell tickets at the Robsham Theater Arts Center Box Office and are the only people allowed in the RTAC Box Office.

### **House Manager**

This person coordinates all aspects of crowd control in the Front of the House. She/he trains and supervises ushers. She/he coordinates with the Technician and Stage Manager to decide when the performance will begin. She/he must be available to move throughout the room to solve any problems that might arise. She/he supervises any and all performers, as well as the RTAC student staff. Additionally, she/he is responsible for enforcing all fire safety rules and regulations as well as working with detail officers to ensure the general safety of all patrons. If the House Manager feels that any safety precautions are not being met or that the performers or organization hosting the event are not following instructions, with the collaboration of the Stage Manager and Technician, she/he has the authority to shut down the event.

### **Usher**

Under the guidance of the Event Manager, the ushering staff is responsible for scanning/tearing tickets, checking wristbands, and answering patrons' questions. Ushers are also responsible for varied tasks involved in keeping patrons safe and meeting the requirements set by local and state law as well as the RTAC policy. This includes keeping order at the entrance as well as inside the entire venue before, during, and after the show.

### **Stage Manager**

The Stage Manager oversees the event performance. She/he works collaboratively with the Technician and acts as the liaison between all performers, student group/departments and RTAC student staff. The Stage Manager is directly responsible for supervision of all performers, their call times, calling cues, as well as general time management. Often the Stage Manager, prior to the show, will work out details to coordinate the final performance set ups, timelines, green room/dressing room details, etc. Additionally, the Stage Manager is responsible for enforcing all fire safety rules and regulations as well as working with detail officers to ensure the general safety of all patrons. If the Stage Manager feels that any safety precautions are not being met or that the performers or organization hosting the event are not following instructions, with the collaboration of the House Manager and Technician, she/he has the authority to shut down the event. In addition to the Stage Manager that the RTAC staff provides, a group may also bring their own Stage Manager to assist the performance.

### **Technician:**

Under the supervision of the Technical Supervisor, Technicians oversee the technical/backstage elements of the production; as well as work with the other technical staff (like ITS personnel) to ensure that the event runs as smoothly as possible. Technicians will work with the House Manager and Stage Manager to get the event started and keeps the show running on time. She/he must be available to move throughout the venue to solve any problems that might arise. If the Technician on duty feels that any safety or fire precautions are not being met or that the performers or organization hosting the event are not following instructions, with the collaboration of the House Manager and Stage Manager, she/he has the authority to shut down the event.

### **Technician's duties also include:**

**Light Board Operator:** While a Technician is not considered a lighting designer, he/she can create and manipulate the lights to create different looks which will enhance the performance for the event.

**Audio Engineer:** A Technician will set up microphones, run the soundboard as well as play CDs and iPod. This person will be in the audio booth for the entire event.

**Video Engineer:** A Technician will assist with all the projection and video seamless switching elements of an event.

**Stagehand:** A Technician will assist in moving microphones, tables or any other set pieces etc. during a performance.



## Event Cost Estimate

Currently, The Robsham Theater Arts Center venues are free to Boston College academic, administrative and student group events. However, there may be other potential charges like:

- Boston College Police detail fees.
- Event Management fees (table rentals, catering, table linens, flowers, etc.)
- Some events (like concerts) may require extra funds for security barricades, magnetometers, and outside security personnel. These costs are not included as well.
- Groups using the space are responsible to keep the venue and green room clean and in good condition. If this condition is not met, groups will be charged cleaning fees or fees to repair/replace damaged RTAC resources that were improperly used by a group.
- These charges do not include rent or staffing (which may be charged for external organizations using the space)
- Any cancellation fees incurred when an event is cancelled within two weeks of the proposed event date.

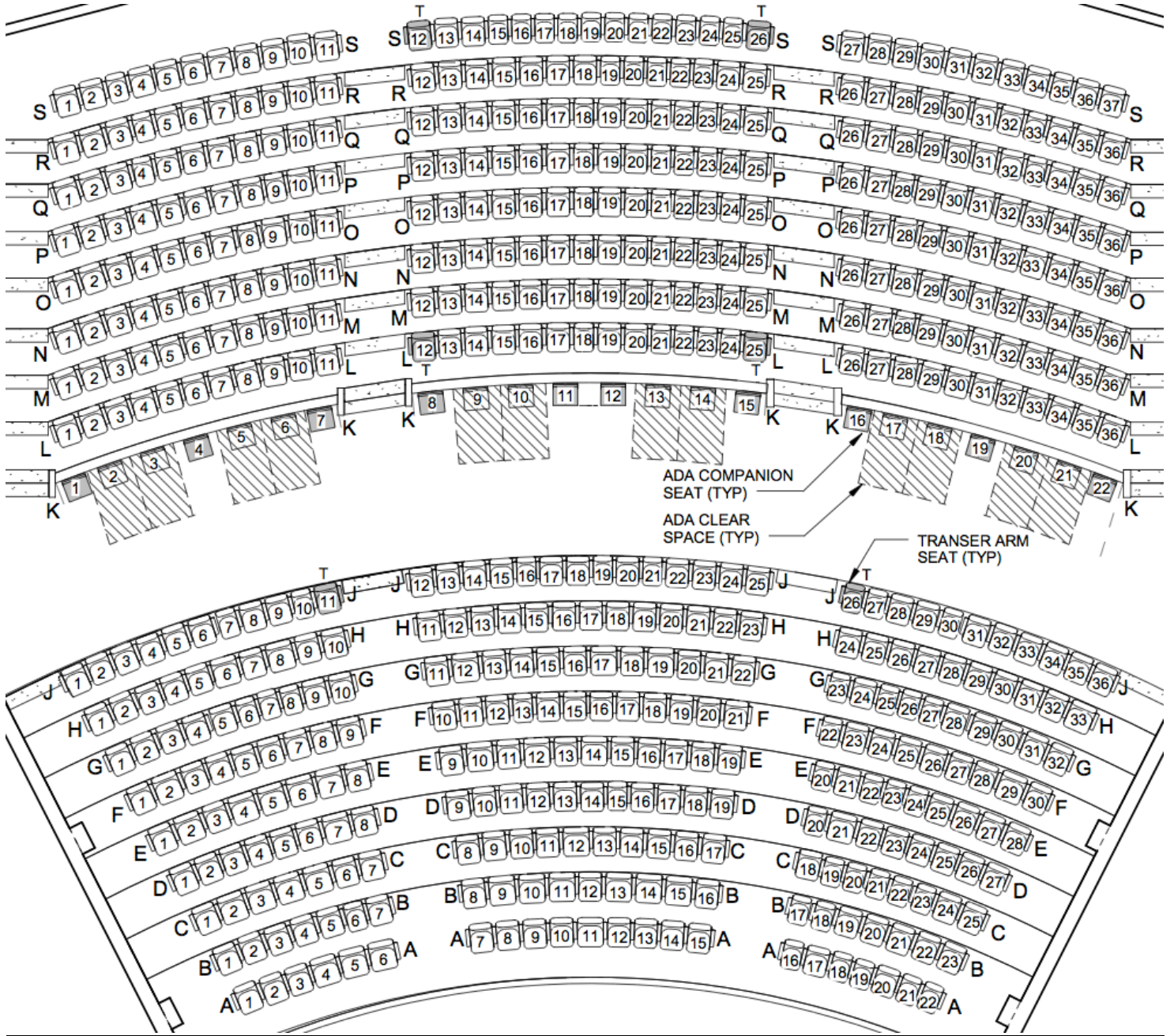
All events in the Robsham Theater Arts Center are administered by RTAC Management, including the provision of staff. The size of the staff needed for an event is determined solely by the RTAC Management. Groups hosting an event in the Robsham Theater Arts Center can provide their own volunteer event staff however, they must be A) approved by the RTAC Management and B) are only allowed as a supplement to the trained front of house and technical staff provided by Robsham Theater Arts Center.

To cancel a reservation for this venue, the group must email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu). Please provide at least two weeks' notice for such cancellations.

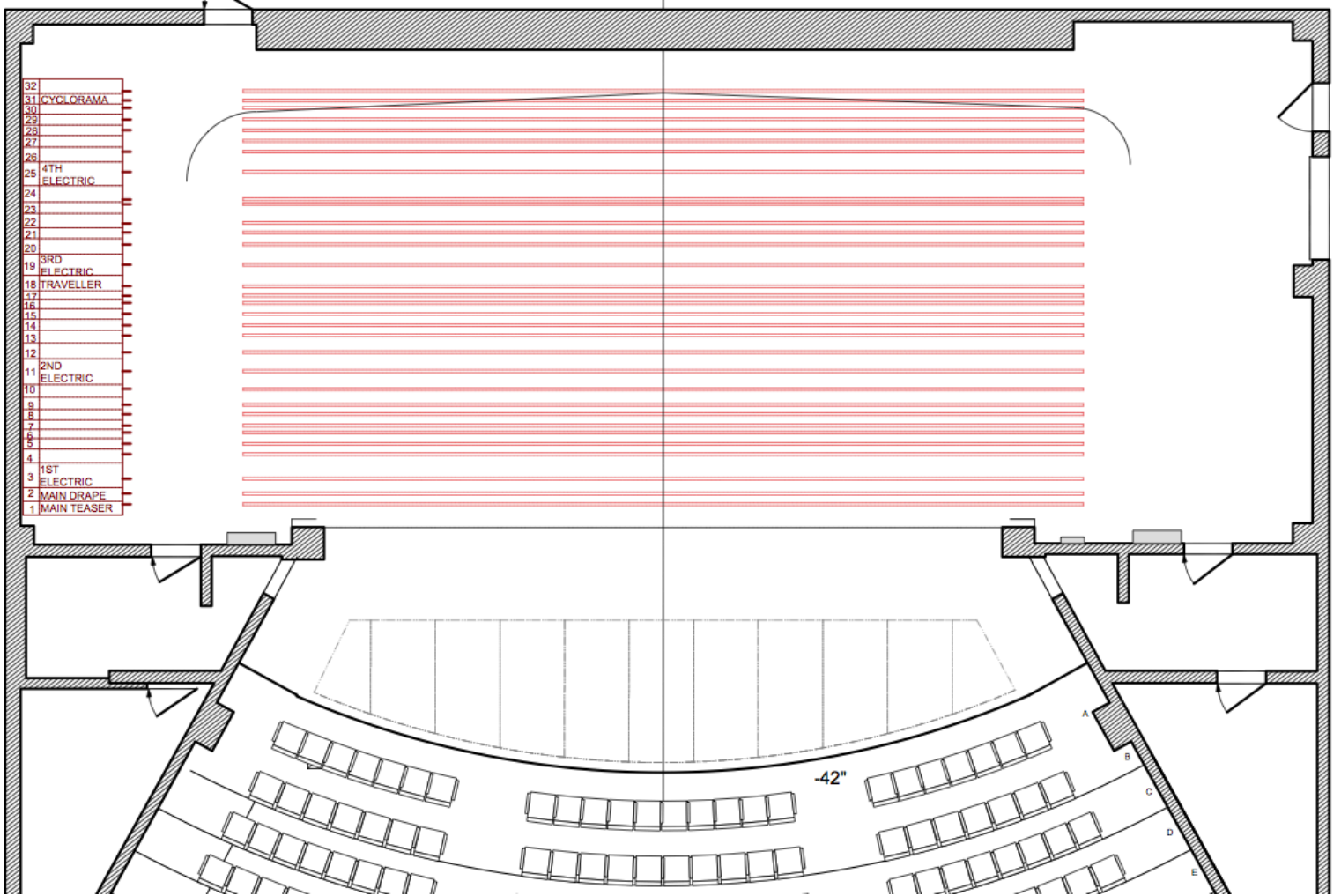
***If an event is cancelled within two weeks of its event date, the group may incur charged staffing fees (roughly \$500-\$700).***

**If you have questions regarding fees or other details, please contact the Robsham Theater Arts Center's Director, Kier Byrnes, [kier.byrnes@bc.edu](mailto:kier.byrnes@bc.edu). Thank you.**

# ROBSHAM MAIN STAGE SEATING CHART



## ROBSHAM MAIN STAGE LIGHTING GRID/STAGE DIAGRAM



## ROBSHAM MAIN STAGE – STANDARD LECTURE SET UP

