



**Boston University Dance Theater Ticketing Options**

**Plan A: Reservation & Full Box Office Service**

Fee: \$100 per event/performance

- Tickets printed on Ticketmaster cardstock
- Reservation Line to take paid reservations
- Dance Theater Box Office will be staffed Wednesday through Friday 2pm-5pm one week prior to your event and including the week of the event. 617-358-2500
- Dance Theater Box Office will be open and staffed with two Box Office Personnel one and a half hours prior to each performance.
- All transactions are final.
- Client has the option to sell online tickets using other ticketing services, but the Dance Theater box office must be provided with an alphabetized list of ticket purchasers 24 hours in advance of the event.
- Client controls the number of complimentary tickets. An accurate list must be provided 4 hours prior to performance. The Dance Theater reserves the right to four complimentary tickets per show. If the show is sold out none will be requested.
- Dance Theater will reconcile credit cards and cash sales. A check for the full amount of the box office proceeds will be available within six to eight weeks after the final event date.

**Plan B: Client Self-Service Box Office**

NO FEE

- Tickets printed on Ticketmaster cardstock
- Client handles all ticket sales, including the night of show(s). Theater personnel will not be responsible for selling or distributing any tickets.
- Client will not have access to the Dance Theater’s credit card machine.
- Client will provide their own box office bank. The Dance Theater will not be able to make change.
- Client will be responsible for providing box office personnel. Client’s box office personnel must remain in the box office until intermission to handle late comers in need of tickets. If the client’s box office personnel leave their post early, any late comers will be given a complimentary ticket and seated as space permits.
- All company personnel and directors who wish to be seated must present a ticket at the theater doors. Tickets must be purchased or complimentary.
- Client controls the number of complimentary tickets. The Dance Theater reserves the right to four complimentary tickets per show. If the show is sold out none will be requested.

\_\_\_\_\_ has Chosen Plan \_\_\_\_\_ for their event on  
Company Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date