



Group Checklist:

Inviting your group –

- Have you offered the group tickets to everyone you were looking to invite? I.E. Friends, family, co-workers, neighbors.
- Do you need posters or flyers of the show? The Group Sales Department can typically give these to you at no charge.
- Do you have a deadline for RSVP's?
- Does anyone have access issues? Please let the Groups Sales Department know, as we can help with special arrangements.

Collecting payments –

- Does everyone know that group payments are cash or check only?
- Are you planning to have everyone write checks to you, or to RBTL? Either is acceptable. Checks can be made payable to RBTL.

Making a Payment –

- How close is your deposit due date?
- Do you have enough cash on hand to make a deposit?

After Receiving Second Invoice –

- Does the amount received on the invoice match your records? What about the amount remaining to pay?
- Do you need to reduce or add more tickets to your group?

Final Payment –

- Have you received final payment from everyone in your group?
- Is the address on your invoice the same as where you would like the tickets mailed? If not, please note alternate address.

Trip Arrangements –

- Do you know how people are getting to the theatre? If jointly, have you arranged a bus? Buses can drop your group off at the front of the theatre on East Main Street, then turn right on Circle Street, and make a right on College Street to park behind the Theatre during the show.
- Have you made dinner reservations? If not, the Group Sales Department can recommend several restaurants in the area, which can accommodate groups.
- Do you know the show's run length, and what time to expect to get out of the show? Every show is different, and will likely have a different run length.

Tickets –

- Have you received your tickets? Are they all there? Note: In all sections, except the center, tickets are numbered either even or odd.
- Are you planning on assigning seats and distributing tickets in advance? If so, it is helpful to record all seating locations with who is getting the tickets in case of lost tickets.
- Are you going to hold all of the tickets yourself? If so, have a plan on when and how to assign seating. If you need help getting your group into the theatre and seated, contact the Groups Sales Department, we can assign you a group host.