



The Harvard Box Office

Office for the Arts at Harvard

1350 Massachusetts Avenue | Cambridge | Massachusetts 02138 | T 617 496 2222 | T Mgt 617 496 6093 | F 617 496 6094
www.fas.harvard.edu/~memhall

Harvard Affiliated and Student Requirements Form

The Box Office Managers must receive this form **before any tickets can be put on sale** for the event.

Producing Organization: _____

Permanent Mailing Address: _____

Web Page Address: _____ **Group E-Mail Address:** _____

For link to Harvard Box Office Web Page: <http://www.fas.harvard.edu/~tickets>

Tax ID #: _____ **Make Checks Payable to:** _____

Payment Mailing Address: _____

Event Ticket Manager: _____ **E-Mail Address:** _____

Telephone: _____ **Fax:** _____ **YOG:** _____

Urgent Telephone #: _____

1) Theatre Facility: Sanders Theatre (cap:1075 paid GA, 1166 Free or 1166 Rsrv):__ Lowell Hall (cap:352):__

Other: _____ Capacity: _____ Address: _____

2) Theatre Configuration: General Admission _____ Reserved Seating (by special arrangement only) _____

3) Event Title: _____

Ticket Format: (3 lines, 24 characters each)

Producer: _____

Presents or Title: _____

Title: _____

4) Day, Date, and Time of Performance(s):

Day	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5) Brief Description of Event: email ASAP to govostes@fas.harvard.edu

Estimated Running Time: _____

Late Seating: _____

Intermission(s): _____

On Sale Date: _____

6) Ticket Prices: Full Price: \$ _____ /\$ _____ /\$ _____ /\$ _____

Discounts: Students: _____ Senior Citizens: _____

Other Discounts: _____

Coupons: _____

All coupons/vouchers must be submitted to the Box Office before distribution to the public.

Harvard ID Only? ____ Yes ____ No

7) Free events: Limit of _____ per person.

Valid until: _____

8) Student Event Approval. (Except for Sanders) Your event must be approved or tickets cannot be sold for it. Your event, on or off-campus, must be registered with the Student Activities Office/Office of the Dean. To register your event, go to the following site: <http://www.hupd.harvard.edu/forms/>

Has your event been approved? Yes No

9) Held Seats:

For Sanders Theatre Reserved Seating Events Only:

SANDERS HOUSE: ____6____ The Harvard Box Office will hold 6 house seats for each performance to solve seating problems at show time (not included in total capacity of 1166). (Orch Row T)

PARTIAL VIEW SEATS: _____ (See seating chart in Policy Manual for recommendations)

OBSTRUCTED VIEW SEATS: _____

HANDICAPPED SEATING: Please consult the Manual for exact requirements for handicapped seating. HBO will designate 1-2% of the house for handicapped access/wheelchair seating and hold all of those seats for sale through The Harvard Box Office

Producer House: _____ V.I.P.s: _____

Press: _____ Ushers: _____

Production Staff: _____ Performers: _____

Black Out: _____ Other: _____

For sound, lighting and video equipment, poles, etc.

10) Internet Sales:

Do you want tickets sold on the Harvard Box Office website? ____ Yes ____ No

11) Other Ticket Outlets:

Do you want to have tickets printed on consignment? ____ Yes ____ No

If yes, how many tickets do you want at what price? _____

The producer or ticket manager will be responsible for coordinating ticket sales between The Harvard Box Office and all other outlets. List below name and telephone for any other outlets, where advance sale tickets will be available for this event.

12) Authorized Signature: _____

REMINDER: The Harvard Box Office telephone numbers (617-496-2222 and TTY 495-1642) must appear prominently in all advertising by the organization. The size and prominence of the telephone number must be similar if not greater than all other information regarding ticketing.

FOR SANDERS THEATRE EVENTS: At the close of your event you must collect ticket stubs and all unclaimed tickets for tax and auditing purposes. If they are not collected seven days after your event they will be disposed of.

Please return the completed form to:

Jason Govostes
The Harvard Box Office
74 Mt. Auburn Street, Harvard University
Cambridge, MA 02138
PHONE: (617) 496-6091 FAX: (617) 496-6094
E-mail: govostes@fas.harvard.edu