



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

REQUIREMENTS FORM 2007-2008 For Non-Harvard Affiliated Groups

Page 1 of 2

Producer Information

Name of Organization/Producer: _____

Make Checks Payable to: _____ Tax ID #: _____

Mailing Address (payment of sales receipts): _____

Ticket Manager: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Event Web Page Address: _____

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

Patron Mailing List, send to: (via email, Excel format) _____

Event Information (Sanders Theater unless noted otherwise)

_____ Single Event OR _____ Multiple Events in the same Season *

* For multiple events, provide the following performance details on additional sheets.

Total Number of Performances: _____ On Sale Date: _____

Performance Title: _____

Ticket Format: (2 lines, max. of 32 characters each)

Performance Day, Date, and Time: _____

Brief Description of Event: (attachment is fine) _____

Estimated Running Time: _____ Intermission(s): _____

Ticketing Information

Theatre Configuration: ___ General Admission OR ___ Reserved Seating Venue Code: _____

Ticket Prices:

Full Price: \$ _____ /\$ _____ /\$ _____ /\$ _____

Discounts: Students: _____ Senior Citizens: _____

Other Discounts: _____

Obstructed/Partial View Seats: _____
(Reserved House only - see seating chart in Policy Manual for recommendations)

Coupons: _____
(All discount coupons/vouchers must be submitted to the Box Office before distribution.)

Held Tickets

Sanders House: 6 The Harvard Box Office will hold 6 house seats for each performance for House Management to solve seating problems at show time (not included in capacity of 1166)

Producer House: _____ *(we recommend a minimum of 10 for day of event problems)*

Press Seats: _____

Artist Seats: _____

Other: _____

Other: _____

Black Out: _____
(sound and lighting equipment - 8 seats in Row V typically used for sound board)

Comfort Seating: Yes or No Reduces Capacity by 91 [13 Orchestra, 53 Mezz, 25 Balcony seats]
Recommended (remove one seat from sale on each bench to ease overcrowding of patrons)

Accessible Seating: The Box Office will designate 1-2% of the house (in Orchestra) for accessible / wheelchair seating and hold all of those seats for sale through the Harvard Box Office.

Internet Ticketing Option

Make tickets to your event available on line through the Harvard Box Office website Calendar of Events.

Note: \$25 Set Up Fee per Event or Series paid by producer, additional charges to the customer.

___ Yes ___ No

Other Ticket Outlets

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

Reminder:

The Harvard Box Office telephone numbers (617-496-2222) and website (www.boxoffice.harvard.edu) must appear prominently in all advertising by the organization. Our logo containing all contact information is available in various formats for your use at no charge.

Authorized Signature: _____

Please return the completed form to The Harvard Box Office by Fax 617.496.6094 or mail.