



The Harvard Box Office

Office for the Arts at Harvard

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www.fas.harvard.edu/~memhall

BOX OFFICE REQUIREMENTS FORM 2018-2019

For Non-Harvard Affiliated Groups renting Sanders Theatre

Producer Information

Page 1 of 2

Name of Organization/Producer: _____

Make Checks Payable to: _____

Mailing Address (for payment of sales receipts): _____

Producer's Ticket Manager: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Event Web Page Address: _____
(link to Harvard Box Office Web Page: <http://www.boxoffice.harvard.edu>)

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 (12 noon):** _____

Performance Title: _____

Ticket Format: (3 lines for Title/Producer of Event, max 30-40 characters per line)

Performance Day, Date, and Time: _____

Brief Description: *please attach or include link to website* _____

Small Logo Image for Calendar: 148 pixels x 100 pixels View format at: www.boxoffice.harvard.edu

Images for Feature Page: 1130 x 340 top landscape image, 250 x 375 side portrait image

email to tsmith@fas.harvard.edu or note website location/link.

Attendance Restrictions: (children under age 5 prohibited?) _____

Estimated Running Time: _____ Intermission(s): _____

Ticketing Information

Pricing Configuration: ___ General Admission **OR** ___ Reserved Seating

Ticket Prices:

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

Discounts: Students: _____ Senior Citizens: _____

Other Discounts: _____

Obstructed/Partial View Seats: _____

(for Reserved seating only - see seating chart in Policy Manual for recommendations)

Coupons/Offers: _____

(All discount coupons/vouchers/online promotional offers must be submitted to the Box Office prior to 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 issues)*

Press Seats: _____

Artist Seats: _____

Other: _____

Black Out: _____
(sound and lighting equipment - 14 seats in Orchestra Row H & V standard for sound board)

Comfort Seating Options: (1) _____ (2) _____ OR (3) _____ *(select one)* to relieve over crowding
Option (1) 12 seats killed, consistent problems seating all patrons in these rows (Orchestra & Mezzanine)
(2) 64 seats killed, applied to all rows in Orchestra & Mezzanine (11 Orch/53 Mezz)
(3) 99 seats killed, applied to full house (35 Balcony seats added to option 2)

Accessible Seating: The Box Office will designate 1-2% of the house for Accessible / Companion seating and will hold all 34 seats for sale through the Harvard Box Office. Contact us if you require ADA seating for your sales.

Internet Ticketing: Tickets to your event will be available on line 24/7 at the Harvard Box Office website www.boxoffice.harvard.edu. Please add a link to this site on the event website and related publicity.

Print at Home Ticket Technology is prohibited at Sanders Theatre.

*All tickets held for Will Call Pickup in the lobby/transept of Sanders Theatre must be paid in advance. The exchange of cash, check or credit card for ticket payments is prohibited in the lobby prior to the performance.

Other Ticket Outlets List below or attach name and contact information for any other outlets where advance sale tickets will be available for this event. The producing organization will be responsible for coordinating ticket sales between the Harvard Box Office and other outlets.

Reminder: Harvard Box Office telephone number **617-496-2222** and website www.boxoffice.harvard.edu must appear prominently in all advertising by organization. Our logo is available in various formats.

The Producing Organization agrees to all Guidelines & Policies documented in the Sanders Theatre Producer's Handbook.

Authorized Signature: _____

Please return the completed form to The Harvard Box Office by Fax 617.496.6094, mail, or email to: Tina Smith, Manager, tsmith@fas.harvard.edu