



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

Student Requirements Form

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

Producing Organization: _____

Permanent Mailing Address: _____

Web Page Address: _____

Producing Group E-Mail Address: _____

Make Checks Payable To: _____

Payment Mailing Address: _____

Producing Group Ticket Manager: _____

E-Mail Address: _____

Telephone: _____ **Urgent Telephone #:** _____

Venue: *Lowell Lecture Hall (capacity: 352) – 17 Kirkland St., Cambridge, MA*

Seating Configuration: General Admission

Event Title _____

Ticket Format:

Producer: _____

Presents or Title: _____

Title: _____

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

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

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

Estimated Running Time: _____ **Intermission(s):** _____ **On Sale Date:** _____

Ticket Prices:

Full Price: \$_____

Discount Prices: Students: \$_____ Senior Citizens: \$_____ Harvard ID Holders \$_____

Other Discounts: \$_____

Coupons/vouchers: _____ coupons/vouchers must be submitted to the Box Office before distribution to the public.

Miscellaneous ticket price notes: _____

Harvard ID Only? (yes or no) _____

Free events:

If YES, _____ *Advance Ticket Distribution* or _____ *Day-of Ticket Distribution* or _____ *Re-entry Pass Distribution*

If advance ticket distribution is selected - Limit of _____ tickets per person.

Held Seats:

Producer House: _____

V.I.P.s: _____

Press: _____

Ushers: _____

Production Staff: _____

Performers: _____

Black Out: _____

Other: _____

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

Internet Sales:

Do you want tickets sold on the Harvard Box Office website? _____ (yes or no)

Other Ticket Outlets:

Do you want to have tickets printed on consignment? _____ (yes or no)

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

Print at Home Ticket Technology is prohibited at Lowell Lecture Hall.

The Producing Organization agrees to all venue guidelines and policies.

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.

Producer's Authorized Signature: _____ **Date:** _____

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.

Please return the completed form to: Jason Govostes E-mail: govostes@fas.harvard.edu