

Estimated Running Time: _____ **Late Seating:** _____

Intermission(s): _____ **On Sale Date:** _____

Ticket Prices:

Full Price: \$ _____

Discounts 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.

Tickets Valid until: _____ (15 minutes prior to event start time)

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 Office for the Arts managed venues.

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.

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

Reminder:

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

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

