# BOX OFFICE REQUIREMENTS FORM 2020-2021

For Non-Harvard Affiliated Groups renting Sanders Theatre

## Producer Information

### 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

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

email to govostes@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/Offer:**
(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 1165)
- 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)
- Option (2) 64 seats killed, applied to all rows in Orchestra & Mezzanine (11 Orch/53 Mezz)
- Option (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 online 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 limited at Sanders Theatre and must be approved.*
*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.

Authorized Signature: __________________________________________

*Please return the completed form to The Harvard Box Office by Fax 617.496.6094, mail, or email to: Jason Govostes, Manager of Operations, govostes@fas.harvard.edu*