



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: _____

Producing Group Web Page Address: _____

Make Checks Payable To: _____

Payment Mailing Address: _____

Producing Group Ticket Manager: _____

E-Mail Address: _____

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

Venue: _____ **Venue Address:** _____

Venue Configuration: General Admission _____ Reserved Seating (by special arrangement only) _____

Venue Capacity: _____ **Anticipated Attendance:** _____

Event Title _____

Ticket Format:

Producer: _____

Presents or Title: _____

Title: _____

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

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

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

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

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

Ticket Prices:

Full Price: \$ _____

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

Other Discounts: _____

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)

Student Event Approval

Your event, on or off-campus, must first be registered with the Office of Student Engagement.

To register your event, contact:
Office of Student Engagement
University Hall, Ground Floor South
studentengagement@fas.harvard.edu, 617.495.1558
<http://osl.fas.harvard.edu/event-activity-planning>

Has your event been approved by OSE? _____ **(YES or NO)**

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? _____

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:** _____