



# 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](http://www.fas.harvard.edu/~memhall)

### *Affiliated Requirements Form*

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

**Producing Organization:** \_\_\_\_\_

**Permanent/Payment Mailing Address:** \_\_\_\_\_

**Producing Group Web Page Address:** \_\_\_\_\_

**Tax ID # or HU billing code:** \_\_\_\_\_

**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)

**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:** \_\_\_\_\_

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