



Office for the Arts at Harvard
Harvard Box Office

Harvard Affiliated and Student Requirements Form

This form must be submitted to and approved by the Harvard Box Office before tickets can be put on sale for an event.

Producing Organization: _____

Permanent/Payment Mailing Address: _____

Web Page Address: _____

Tax ID # or HU billing code: _____

Make Checks Payable To: _____

Producing Group Ticket Manager: _____

E-Mail Address: _____

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

Theatre Facility: Sanders Theatre

Theatre Configuration:

General Admission _____ Reserved Seating (by special arrangement only) _____

Event Title: _____

Ticket Format:

Producer: _____

Presents or Title: _____

Title: _____

Day, Date, and Time of Performance:

Day	Date	Time:
_____	_____	_____

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

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

Ticket Prices: Full Price: \$ _____ / \$ _____ / \$ _____ / \$ _____

Discounts: Students: _____ Senior Citizens: _____ Harvard ID: _____

Other Discounts: _____

Miscellaneous Ticket Price Notes: _____

Harvard ID Only? _____

Free event:

If yes, _____ **Advance Ticket Distribution** or _____ **Day-of event ticket distribution**

Limit of _____ tickets per person. Valid until: _____ (15 minute prior to event start time)

Held Seats:

Optional Comfort Seating *Highly Recommended*, reduces capacity to ease overcrowding of patrons _____ **(Yes or No)**
Comfort Seating Capacity Reduced by: 90 for Reserved seating, 75 for Paid General Admission seating

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 Sanders Theatre.

*All tickets held for Will Call Pickup in the lobby/transept of Sanders Theatre must be paid for in advance. The exchange of cash, check or credit card for ticket payments is prohibited in the lobby prior to the performance.

The Producing Organization agrees to all venue guidelines and policies.

The producer or ticket manager will be responsible for coordinating ticket sales between The Harvard Box Office and all other outlets.

Please list any phone numbers or websites where advance sale tickets will be available for this event other than the HBO.

Producer's Authorized Signature: _____

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:

Ari Shvartsman

E-mail: ashvartsman@fas.harvard.edu