



**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.*

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**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: Ari Shvartsman E-mail: ashvartsman@fas.harvard.edu