



Sanders Theatre

Office for the Arts at Harvard

45 Quincy Street | Cambridge | Massachusetts 02138 | T Production Office 617 495 5595 | F 617 495 2420 | www.fas.harvard.edu/~memhall

Note: Please save this form with a new name before filling out!

PRODUCTION DETAILS FORM

EVENT INFORMATION

For Office Use Only:

Concessions:
Piano:
Porter:
Parking:
Security:
Usher Call:

Presenter: _____

Date(s): _____

Title (as publicized): _____

Description of Event: _____ #of performers: _____

Is this event ticketed? Yes No General Admission or Reserved seating? _____

Ticket stock: Harvard Box Office Client Stock Other (specify): _____

Ticket Prices: _____ Would you like your ticket stubs or count? _____

Has a timeline been sent? Yes No

Times: Arrival _____ Event Start _____ Event End _____ Time Out _____

Program Length: _____ Intermission (Quantity and Length): _____

Pre-Show: Is there a pre-concert lecture? _____ Start Time: _____ End Time: _____

**Doors will open one half hour prior to the advertised start of the event
Pre-concert lectures must be concluded at this time.**

Late Seating: When may we NOT seat patrons? Including post-intermission: _____

Programs

Are there programs for your event? Yes No Delivery time: _____

Do you want to keep extra programs? Yes No (if not picked up, programs and stubs will be recycled within 24 hours)

Do you have Inserts for programs? Yes No What/How many? _____

Will the Exit diagram be printed in the program? Yes No

The Boiler Plate information should be included in all programs:

[sites.fas.harvard.edu/~memhall/PDF/ST boiler plate revised 7-15-2015 ONE UP.doc](http://sites.fas.harvard.edu/~memhall/PDF/ST_boiler_plate_revised_7-15-2015_ONE_UP.doc)

By MA law, the Sanders Theatre exit diagram must be included in the program.

sites.fas.harvard.edu/~memhall/PDF/Single_Sanders_Exit_Diagram.pdf

**Programs and inserts must arrive at least two hours prior to event.
We will stuff one insert free of charge.**

CONTACT INFORMATION

Main Production Contact: _____ **Title:** _____

Email Address: _____ **Phone:** _____ **Fax:** _____

	<u>Name</u>	<u>Phone and/or Cell #</u>	<u>Email</u>
Primary Contact (day of show)			
Stage Manager (Non-Performing)			
Audio Reinforcement			
Audio Recording			
Projection/Video playback			
Video Recording			
Lighting Technician			
Rental Equipment Supplier			
Other Important Contacts Please include titles!			

Recording Information

Will your Event be Recorded? If so, indicate type: Audio Video N/A

If yes, a Recording Authorization Form and Application for License to Broadcast are required

When will the engineer hang microphones? Day/Time: _____

Note: The stage must be clear of all performers/staff

If video recording from the house, please indicate number of cameras and locations. **(Be sure to contact the Harvard Box Office to take seats off line):** _____

Will there be a professional photographer? Yes No If yes, how many? _____

Photographer Name(s)/Affiliation(s): _____

Audience Photography/device policy: None allowed No flash All Photo/devices OK
Other: _____

Do you need wheelchair access to the stage? Yes No If yes, for whom? _____

Will merchandise be sold? Yes No Only books and/or CDs
If other than Books/CD's, a vendor's license will be required

Will there be a post-concert reception? Yes No If so, where? _____

Will alcohol be on site/served? Yes No **If yes, an alcohol license may be required**

FACILITY INFORMATION AND EQUIPMENT NEEDS

**Please consult the Producer’s Handbook for information on Sanders Theatre theatrical systems.
Note that Sanders Theatre does not provide operators for these systems.**

I t e m	Total Available	Stage Needs	Lobby Needs	Green Room
2.5’ x 6’ Tables <i>(no linens provided)</i>	11			
Chairs - Grey Padded (standard)	100			
Chairs - Black Folding	100			
Music Stands	70			
Stools	4			
Conductor’s Music Stand	1			
Conductor’s Podium	1			
Lectern	1			
Cherry Side table (matches the lectern)	1			
9’ Steinway D Concert Grand Piano*	1			
Clearcom/Production Intercom	5			
Page Mic (for backstage announcements)	1			

*Piano use must be scheduled one month in advance. One tuning included with piano use.

Additional/Touch up tunings required? Yes No Day/Time: _____

Rehearsal Information

Date(s): _____ In Time: _____

Rehearsal Start: _____ End: _____ Out Time: _____

Specific rehearsal needs: _____

Equipment/Deliveries/Cartage

(Pickups and deliveries should be within your reservation. Storage is subject to approval)

Equipment: _____

Delivery Date and Time: _____ Pick Up Date and Time: _____

Please list usage of support rooms: 038/Green room (w/ 2 private dressing rooms): _____

030: _____ 029: _____ 028: _____

Special Requests (security, parking, etc): _____

**There is absolutely no onsite parking at Sanders Theatre.
Patron parking is typically provided.
Please contact us regarding specific parking requests including rehearsal or vendor parking,
large vehicles/trucks, busses, shuttles and deliveries/pickups.**

HOUSE MANAGEMENT

General Admission Houses

Do tickets expire? Yes No If So, When? _____

Any designated/reserved seat sections? Yes No

Please indicate how many/for whom/and where: _____

Other Information

Will audience members be invited to participate? (i.e. Alumni or stage invitations)? Yes No

If yes, please specify: _____

Any offstage performance elements? Yes No (If yes, please specify): _____

Will there be any potentially dangerous stage activity? Yes No

If yes, please specify: _____

(For Student Groups) Are you hosting any non-Harvard groups? Yes No

If yes, name of group(s): _____

If yes, who is the Harvard University point of contact? _____

Internal Notes:

TO SUBMIT THIS FORM:

Memorial Hall / Lowell Hall Production Office
Email: memprod@fas.harvard.edu
Phone: 617-495-5595
Fax: 617-495-2420
45 Quincy St Room 027
Cambridge, MA 02138