



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!

Click on blue text for links to more information.

Please see Sanders Theatre [Technical Specifications](#) and [Forms](#) for additional information.

For Office Use Only:
Concession:
Piano:
Porter:
Parking:
Security:
Usher Call:

SANDERS THEATRE PRODUCTION DETAILS FORM

EVENT INFORMATION

Presenter: _____

Title (as publicized): _____

Description of event: _____

Date(s): _____ # of performers: _____

Is this event ticketed? Yes No House Type: General Admission Reserved Seating

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

Ticket prices: _____ Ticket stubs: Receive them Leave to be recycled in 24 hours

Has a timeline been sent? Yes No **Please provide a detailed day of timeline.**

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

Intermission: (quantity and durations) _____ Program length: _____

Pre-Show: Pre-Concert Lecture? Yes No Start time: _____ End time: _____

**Doors will open one half hour prior to the advertised start of the event.
Pre-concert lectures must conclude one half hour before start of the event.**

Late seating preferences / requests, including post-intermission (all late seating is at the discretion of House Management).

Programs: Yes No Delivery date and time: _____

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

Inserts: Quantity: _____ Description: _____

Will the Exit Diagram be *printed* in the program? Yes No

By MA law, the Sanders Theatre [Exit Diagram](#) must be included in the program.

The [Boiler Plate](#) information should be included in all programs.

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

PERFORMANCE CONTACT INFORMATION

Main Production Contact: _____ Title: _____

	Name	Phone #	Email
Primary Contact (day of show)			
Stage Manager (non-performing)			
Audio Reinforcement			
Audio Recording			
Video Projection Video Playback			
Video Recording			
Lighting Technician			
Rental Equipment Supplier			
Producer Ticketing Contact			
Other Important Contacts Please include titles			

Note that Sanders Theatre does not provide stage crew or systems operators.

Recording Information:

Will your event be recorded? If yes, indicate type: Audio Video N/A

Before event is recorded, a [Recording Authorization Form](#) and [Application for License to Broadcast/Distribute](#) are required.

When will engineer hang microphones? Day/Time: _____

Who will act as safety monitor during overhead work? Name: _____

The stage must be clear of all performers / staff when working overhead.

HOUSE MANAGEMENT

Specific Seating Details		
	Description	Location(s)
Reserved sections in General Admission houses:		
Technical seat kill(s): AUDIO		
Technical seat kill(s): LIGHTING		
Technical seat kill(s): VIDEO		
OTHER seat kills or reserved section(s):		

Contact the Harvard Box Office to take seats offline.

HOUSE MANAGEMENT CONTINUED

General Admission Houses:

Do tickets expire? Yes No If yes, when? _____

Other Information:

Please describe your stage activity: _____

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

If yes, please specify: _____

Any offstage performance elements or entrances from the house? Yes No

If yes, please specify: _____

Do you need wheelchair access to the stage? Yes No **If yes, contact the Production Department ASAP. This may require installation of a semi-permanent ramp.**

Will merchandise be sold? (If other than Books/CDs, a [vendor's license](#) is required) Yes No Only books / CDs

Pre or post-concert reception? Yes No

If yes, description and location: _____

Will alcohol be served on site? Yes No **If yes, you are responsible for obtaining an [alcohol license](#) and will be charged for the required HUPD detail.**

Will there be post event access to Principals? (i.e. book signing, meet and greet, autographs, etc.) Yes No

If yes, description and location: _____

Photography:

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

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

Photographer(s) and Press seating location(s): _____

Audience photography policy: None allowed No flash All photo/devices Ok

Other (please describe): _____

For Student Groups:

Are you hosting any non-Harvard groups? Yes No

If yes, name of group(s): _____

Harvard University contact person: _____

Email Address: _____ Phone: _____

FACILITY EQUIPMENT NEEDS

Item	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			
Page Mic (for backstage announcements)	1			
9' Steinway D Concert Grand Piano	1			

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

Additional / Touch up piano tunings required? Yes No Day / Time: _____
 (Additional charges may apply)

Production Intercoms: Sanders Theatre can provide up to 5 wired Production Intercom boxes.
 Please enter quantity requested for each location.

Intercom Locations	Upstage Left	Upstage Right	Row V (Standard Audio Location)	AV Desk	Gallery	Other
Quantity Requested						

Rehearsals:

Dates: _____ Reservation Start Time: _____ Reservation End Time: _____
 Rehearsal Start Time: _____ Rehearsal End Time: _____

Please list usage of support rooms: 038/Green room (w/2 private dressing rooms): _____
 030: _____ 029: _____ 028: _____

Equipment / Deliveries / Cartage: These should be within your reservation. Storage subject to approval.

Equipment: _____

Delivery Date / Time: _____ Pick up Date / Time: _____

Special Requests (security, parking, etc): _____

Contact Production Department for all parking requests including rehearsals, vendor parking, large vehicles/trucks, busses, shuttles, and deliveries/pickups.

**There is absolutely no onsite public parking at Sanders Theatre.
 Patron parking is typically provided at a designated campus garage. Confirm details with the Production Office.**