



# Memorial Hall/Lowell Hall

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

## TECHNICAL REQUIREMENTS FORM: LOWELL HALL

THE PRODUCTION OFFICE MUST RECEIVE THIS FORM AT LEAST TWO WEEKS IN ADVANCE. PLEASE REFER TO THE LOWELL HALL PRODUCERS HANDBOOK FOR IMPORTANT GUIDELINES ON PRODUCING EVENTS IN LOWELL HALL.

### EVENT INFORMATION

Presenter: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number of Performers \_\_\_\_\_

Title (as publicized): \_\_\_\_\_

Description of Event: \_\_\_\_\_

Times: Arrival \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Time Out \_\_\_\_\_

Program: Program Length \_\_\_\_\_ Intermission (Quantity and Length) \_\_\_\_\_

Dress Rehearsal: Rehearsal Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Please consult your reservation confirmation regarding occupancy time.  
Arrival and departure times must include event set up and strike.**

### PRODUCER INFORMATION/PERSONNEL

	NAME	PHONE	E-MAIL
Producer:			
Stage Manager:			
Sound Engineer:			
Lighting Designer:			
House Manager:			
Other:			

Will non-Harvard personnel be participating in the performance and/or working in the building?  **Yes**  **No**

NOTE: NON-HARVARD PARTICIPANTS MAY BE REQUIRED TO SIGN A LIABILITY WAIVER.

### HUPD Detail

All events at Lowell Hall, including free events, must have a Harvard University Police Department detail. Memorial Hall/Lowell Hall staff will arrange for this detail and expect reimbursement from the student group, payable by check to Harvard University. Payment must be received by Memorial Hall staff **before** sound/light training is scheduled, and **before** keys are distributed to access these systems. Budget \$195.80 per performance for the HUPD detail.

### RECORDING

Will this event be recorded? \_\_\_\_\_ If yes, what format will be recorded? Audio / Video / Both (please circle)

**If you plan to record this event, contact the Production Office (5-5595). Fees may apply.**

**EQUIPMENT INVENTORY**

*(Please indicate quantity needed.)*

Item	Total # Available	Stage	Lobby
2.5' x 6' Tables <i>(no linens)</i>	8		
Chairs - Black Folding	150		
Music Stands	90		
Conductor's Podium	1		
Lectern	1		
Chalkboard	1		
Hamilton Double B Piano	1		
Black Theatrical Curtain	1		
Cyclorama (White Curtain)	1		
Masking Flats	2		
Marley Dance Floor	1		
Clearcom (Headsets)	4		
Corded Microphone(s)	5 <small>(with approval)</small>		

\*PLEASE NOTE: The Producer is responsible for set up and proper storage of all equipment.

Deliveries and Pick-ups:    Equipment to be delivered \_\_\_\_\_  
subject to approval  
 Dates and Times \_\_\_\_\_

**TECHNICAL NEEDS**

**Theatrical lighting and sound equipment are available. Users must be trained and approved prior to use. Contact the Production Office (5-5595) 3 weeks prior to your event to schedule training and equipment pick up.**

THEATRICAL LIGHTING: Do you wish to use the Theatrical Lighting System? **YES / NO** (Training Required)

Lighting Needs: \_\_\_\_\_

SOUND: Do you wish to use the Lowell Hall Sound System? **YES / NO** (Training Required)

Sound Needs: \_\_\_\_\_

AUDIO/VISUAL: Contact Harvard Media and Technology Services for additional Audio/Visual support (617) 495-9460.

QUESTIONS/COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

THERE IS NO PARKING AVAILABLE AT LOWELL HALL. Parking for evening and weekend events will be available at the 52 Oxford Street Garage. Contact the Production Office for specific access times.

**LOWELL HALL USERS MUST NOT EXCEED AUDIENCE CAPACITY. ALL PATRONS MUST HAVE A SEAT. THERE IS NO STANDING ROOM AT LOWELL HALL. DO NOT BLOCK AISLES OR EXIT DOORS UNDER ANY CIRCUMSTANCES.**