



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

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.

SECURITY

A Harvard police officer must be present if tickets or other goods are being sold at the door. The police officer will be hired automatically when you register your event online at: www.hupd.harvard.edu/forms/new_index.php.

Yes No

I have registered my event online.

RECORDING

Yes No

Will this event be recorded? _____ If yes, what format will be recorded? Audio Video

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

HOW TO SUBMIT THIS FORM:

Please read ALL of the instructions before clicking the "Submit Form" button.

1. Save this document to your computer.
2. Print a copy for your records.
3. Click the "SUBMIT FORM" button below to email this document as an attachment. *Your default email program will open automatically, so it is recommended that you double check your computer's default settings before attempting this action.*

-OR-

Instead of clicking the "SUBMIT FORM" button, launch your preferred email program and send this document as an attachment. Our email address is listed below.

MEMORIAL HALL / LOWELL HALL PRODUCTION OFFICE

PHONE: 617-495-5595

FAX: 617-495-2420

EMAIL: memprod@fas.harvard.edu