



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

**NOTE: Please 'rename' and 'save' the form before filling it out. This form must be submitted by email. If you have trouble sending this document as an attachment, you may print and fax the form to 617-495-2420. Thank you.**

## TECHNICAL REQUIREMENTS FORM

### EVENT INFORMATION

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

Date(s): \_\_\_\_\_

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

Description of Event: \_\_\_\_\_ #of performers: \_\_\_\_\_

Is this event ticketed? \_\_\_\_\_ Is seating general admission or reserved? \_\_\_\_\_

Ticket Prices: \_\_\_\_\_ Would you like your ticket stubs? \_\_\_\_\_

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

Program: 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 Instructions: (Please include timings)

First Late Seating: \_\_\_\_\_

Second Late Seating: \_\_\_\_\_

Post-Intermission: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Programs: Will there be programs for your event? Yes No Delivery time: \_\_\_\_\_

Will programs need to be "stuffed" with program inserts? Yes No NA

Will the Sanders Theatre boilerplate be included in the program? Yes No NA

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

## CONTACT INFORMATION

**Presenting Organization:** \_\_\_\_\_

**Main Production Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

	Name	Phone and/or Cell #	Email
Primary Contact (day of show)			
Stage Manager			
Lighting Designer			
Sound Supplier			
Audio Visual Supplier			
Rental Equipment Supplier			
Recording Engineer			
Other important contacts			

Yes No

Will there be a professional photographer?

Name/Affiliation: \_\_\_\_\_

Yes No

Do you need wheelchair access to the stage?

If yes, for whom? \_\_\_\_\_

Yes No

Will there be a post-concert reception?

If so, where? \_\_\_\_\_

Yes No

Will alcohol be served?

**If yes, an alcohol license may be required.**

Yes No

Will merchandise be sold?

**If yes, a vendor's license may be required.**

Yes No

Will your event be recorded?

Audio Video NA  
Recording Type:

**Please fill out a Recording Authorization Form.**

## 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.**

Item	Total # Available	Stage Needs	Lobby Needs	Green Room
2.5' x 6' Tables <i>(no linens provided)</i>	11			
Chairs - Grey Padded (standard)	110			
Chairs - Black Folding	100			
Music Stands	75			
Stools	4			
Conductor's Music Stand	1			
Conductor's Podium	1			
Lectern	1			
Steinway D Concert Grand Piano*	1			
Clearcom	5			
Page Mic (for backstage announcements)	1			

\* Piano use must be scheduled one month in advance.

**Please draw a floor plan/layout of your stage set up on the attached stage plan.**

Rehearsal Information:    Date(s): \_\_\_\_\_ In Time: \_\_\_\_\_ Rehearsal Start: \_\_\_\_\_ End: \_\_\_\_\_

Specific rehearsal needs: \_\_\_\_\_

Deliveries and Pick-ups:    Equipment to be delivered: \_\_\_\_\_  
***Subject to approval***

Dates and Times: \_\_\_\_\_

Dressing Room Requests: \_\_\_\_\_

Special Security Requests: \_\_\_\_\_

Special Parking Requests: \_\_\_\_\_

**There is absolutely no parking at Sanders Theatre.  
Please call for more information or for specific parking requests.**

**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](mailto:memprod@fas.harvard.edu)