



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

TECHNICAL REQUIREMENTS FORM

EVENT INFORMATION

Presenter: _____

Date(s): _____

Title (as publicized): _____

Description of Event: _____ #of performers: _____

Will this event be ticketed?: YES / NO Type: GENERAL / RESERVED Would you like your ticket stubs? YES / NO

Ticket Prices: _____

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

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

Pre-Show: Is there a 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 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			

Will you have a professional photographer? YES / NO

Will your event be recorded? YES / NO If yes, what format? AUDIO / VIDEO / BOTH (circle one)

If yes, please fill out a Recording Authorization Form. Charges may apply.

Will there be a post-concert reception? YES / NO If so, where? _____

Will alcohol be served? YES / NO **If yes, please speak with Production. An alcohol license may be required.**

Will merchandise be sold? YES / NO **If yes, please speak with Production. A vendor's 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.**

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.

Do you need wheelchair access to the stage: YES / NO

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.**