



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.

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

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 (no linens)	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 (with approval)		

*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.