



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

ANNENBERG HALL TECHNICAL REQUIREMENTS FORM

EVENT INFORMATION

Primary Contact Name: _____

Presenting Organization (if any): _____

Event Day/Date(s): _____

Event Title (as publicized): _____

Description of Event: _____

Number of attendants: _____

Times: Set up begins (contract start time) _____
(between 8am-1am)

Guest Arrival _____ Event Start _____ Event End _____

Breakdown ends (contract end time) _____

Please describe any other timing details deserving note:

Arrival time must be coordinated with Crimson Catering and approved by the Production Manager.

Equipment/materials to be delivered: _____

Specify equipment delivery and pick-up dates and times: _____

All deliveries must be arranged in advance and approved by the Production Manager.

FACILITY INFORMATION

Other Memorial Hall
spaces in concurrent
use with this event:

**Please complete a separate Technical Requirements Form for any activity
contracted for Sanders Theatre.**

Special Security
Requests:

Special Considerations:

Stage Set Up: Equipment	Available	Quantity Needed
Oak Tables (102 available total)	102	_____
Chairs (612 available)	612	_____
Music Stands*	75	_____
Conductor's Podium*	1	_____
Lecturn*	1	_____
Chalkboard*	1	_____

*Equipment shared by Sanders Theatre. Availability may be determined by Sanders Theatre schedule.

**Table/chair configuration must be approved by the Production Manager and Crimson Catering.
Production Manager will coordinate and supervise table moving with professional movers.**

RECORDING INFORMATION

Will this event be
recorded?

What format (audio,
video, both)?

**If you plan to record this event, you must fill out the Recording Application Form, available through the
Administrative Office, and have it approved by the Production Manager. Charges may apply.**

CONTACT INFORMATION

	Name	Phone	Fax	Email
Presenting Organization				
Primary Contact				
Secondary Contact				
Event Manager/ Stage Manager				
Crimson Catering Contact		617.496.6000	617.496.6722	
Audio Visual Supplier				
Sound Supplier, if different				
Lighting Designer				
Lighting Supplier				
Rental Equipment Supplier				
Recording Engineer				
Other important contacts:				