



Sanders Theatre

Office for the Arts at Harvard

45 Quincy Street | Cambridge | Massachusetts 02138 | T 617 496 4595 | F 617 495 2420 | www.fas.harvard.edu/~memhall

RECORDING AUTHORIZATION

Audio

for Archival purpose *only*

Video

for Scheduled Broadcast (including web)*

for Potential Broadcast*

*This authorization does not constitute a license to broadcast. For scheduled or potential broadcast privileges please complete and submit the "Application for License to Broadcast".

Licensee: _____

Performer/Performing Organization: _____ Date(s): _____

Recording Engineer: _____

SANDERS THEATRE REGULATIONS FOR RECORDING

1. Licensee must pay audio and video surcharges before final permission is granted for recording. Checks should be made payable to Harvard University and sent Attention: Director of Memorial Hall/Lowell Hall Complex, 45 Quincy Street, Cambridge, MA. 02138
2. Organizations wishing to record must submit the name of an approved engineer to the Director of Memorial Hall/Lowell Hall Complex two weeks prior to the recording date. Engineers are subject to the authority of Memorial Hall/Lowell Hall's Production Manager or Director while engaged in work in the Complex.
3. Set-up may begin no more than two hours earlier than the advertised event start time without incurring additional hourly charges. Strike time that extends beyond the contracted rental time will incur additional hourly charges.
4. Equipment will be set up in areas **only** designated by Memorial Hall/Lowell Hall Complex management. All mic lines, power cords, cables, etc. and equipment must be properly dressed for utmost safety and so as not to impede sight lines for any seat in the house. Any special rigging will be erected **only** with the written permission of the Director or the manager on duty and will be removed immediately after use on the same day as the approved recording.
5. Failure to observe and abide by these regulations will result in the denial of future permission to record in Memorial Hall/Lowell Hall Complex.

I have read the **Memorial Hall/Lowell Hall Complex Regulations for Recording** and agree to abide by them.

Fee: \$ _____

Engineer

As Agreed to by:

Approved:

Licensee's Authorized Representative

Memorial Hall/Lowell Hall Complex