



Sanders Theatre

Office for the Arts at Harvard

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PRODUCER'S HANDBOOK

Guidelines and Policies
For Non-Harvard Affiliates

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WELCOME TO SANDERS THEATRE

Inspired by Christopher Wren's Sheldonian Theatre in Oxford, England, Sanders Theatre is famous for its design and acoustics. A member of the League of Historic American Theatres, the 1,166 seat theatre offers a unique and intimate 180 degree design which provides unusual proximity to the stage. The theatre was designed to function as a major lecture hall and continues to play a significant role in the academic mission of Harvard College, hosting undergraduate courses, many prestigious lectures, and annual commencement and reunion activities. Many of the most venerable academic, political and literary figures of the nineteenth and twentieth century have taken the podium at Sanders Theatre including Winston Churchill, Theodore Roosevelt, and Martin Luther King Jr.

As the largest concert hall on the Harvard campus, Sanders Theatre is presently home to several undergraduate choral and orchestral groups. Within the Cambridge/Boston metropolitan area it serves as a primary venue for many professional and community performance ensembles and producing organizations.

Sanders Theatre, located within Harvard University's Memorial Hall, is managed by the Office for the Arts at Harvard in conjunction with the Department of Physical Resources of the Faculty of Arts and Sciences.

This guide is separated into four sections:

- **Section I** answers general questions about reserving and renting the Theatre and support spaces.
- **Section II** provides information about the physical production of events in Sanders Theatre, and defines the roles of the event producer and Sanders Theatre staff.
- **Section III** outlines information about the Harvard Box Office services and its role in ensuring the success of each event
- The last section is an addendum of resources, including vendor information, parking information and directions. Various forms, seating charts, and other support materials are also included.

The Calendar of Events, general information, photos and many of the necessary forms regarding Sanders Theatre and Memorial Hall may be accessed online: www.fas.harvard.edu/memhall.

The Memorial Hall Administrative Office is open Monday through Friday, 10AM to 6PM; it is closed on University holidays. The offices are located in the lower level of Memorial Hall, room 027. The general information number is 617.496.4595, fax 617.495.2420. Feel free to contact individuals on the staff list with specific questions or to arrange a site visit.

I: RENTING SANDERS THEATRE

RESERVATION PROCEDURES

Use the following guidelines when requesting a date in Sanders Theatre.

SCHEDULING CONSIDERATIONS

During the academic year, Sanders Theatre serves as a classroom until 2PM Monday through Friday. This use may impact set up or equipment/instrument storage between proposed rehearsal and performance dates. See the [Production Information](#) section for more details.

Sanders Theatre is a unique venue. There is no wing space, fly space, nor traditional "backstage." Please contact the Production Manager for questions or to schedule a site visit.

RENTAL PARAMETERS

A rental of the Theatre consists of one nine-hour occupancy period. The nine hours may be split between rehearsal and performance, provided appropriate times are available. Please see the [Special Note Regarding Rehearsals](#).

Fees are doubled for events scheduled on legal or University holidays.

The event fee includes concert services (custodial, security and house management) for a four-hour period. Additional services provided are deducted from box office revenue, or invoiced, due and payable immediately.

SCHEDULING TIMELINE

Scheduling of Sanders Theatre begins each fall for the following academic season (September-June). Scheduling priority is given to Harvard student performing groups and Harvard departments. Once University use is determined, the calendar is open to requests from organizations not affiliated with Harvard.

**THE PRODUCER
REQUESTS A
RESERVATION IN
WRITING**

Address requests to the Program Manager, Memorial/Lowell Hall Complex, 45 Quincy Street, Cambridge, MA 02138; fax 617.495.2420. E-mail requests are preferred.

The request letter should include:

- name and address of the producing organization
- indication if the group is classified as commercial, private, or not-for-profit with 501(c)3 tax status
- name, email address and telephone number of the contact person for the producing organization
- dates/times requested (including adequate set up and break down time)
- proposed performance date(s) and time, including alternates
- details about the nature of the event, including whether a piano is needed, number of performers, technical requirements, expected audience, etc.
- whether the event will be recorded, the type of recording and purpose
- dressing room or hospitality space requests

Be precise about times requested. It should not be assumed that additional hours are available or will be available without charge.

**RECEIPT OF THE
REQUEST**

The Producer will be contacted acknowledging receipt of the request. If possible, information will be included about the availability of the requested date(s).

**CONFIRMATION OF
HOLD LETTER**

The Program Manager will send a confirmation letter indicating the date is being "held." Accompanying materials will include a licensing agreement, contract, Producer's Handbook, Technical Requirements Form, box office forms and other pertinent information.

A "hold" is not guaranteed after 30 days from the date the contract is issued if a 50% deposit is not received.

LOCKING IN A DATE

The producing organization may "lock-in" a "held" date by sending in a 50% deposit (or, if the event is within 30 days, a 100% deposit). If a deposit is not received, and another request is made for a date, the producing organization holding the date will have two business days to pay for the rental; otherwise, the date will be released. The group challenging the hold will be required to provide an immediate deposit in order to secure the reservation.

EXECUTING AN AGREEMENT

The producing organization will execute the agreement by signing and returning *both* copies of the contract with the appropriate deposit/payment to the Memorial/Lowell Hall Complex. Payment in the form of a check or money order made out to **Harvard University** should be mailed to the attention of the Program Manager. One copy of the contract, signed by a Memorial Hall/Lowell Hall Complex representative, will be sent back to the producing organization.

PRODUCTION AND BOX OFFICE INFORMATION

The Producer will fill out the [Technical Requirements Form](#), forward it to the Production Office, and contact the Harvard Box Office regarding ticketing.

Producers are cautioned not to publicize events or put tickets on sale through any ticket office until the entire reservation procedure has been completed.

No event will take place that has not been paid for in advance. Reserving one facility does not ensure the use of any other part of the building.

A copy of the vendor license must be filed with the Program Manager of the Memorial/Lowell Hall Complex. See the [License Requirements Form](#) for details.

The Producer must provide proof of adequate insurance coverage. See the [Insurance Requirements](#) section below.

Any outstanding charges (i.e. extra hours, piano, damage, etc.) will be deducted from the box office receipts.

SPECIAL NOTE REGARDING REHEARSALS

Memorial Hall/Lowell Hall Complex management offers no guarantee that Sanders Theatre will be available for particular rehearsal periods. Rehearsals should be requested at the same time an event request is submitted. Any delay in scheduling rehearsals lessens the likelihood of Sanders Theatre availability during the necessary/appropriate time periods.

INSURANCE REQUIREMENTS

Producers are responsible for securing all necessary insurance coverage, permits, financing and related sponsorship pertaining to an event prior to scheduled use and filing these with the Memorial Hall/Lowell Hall Complex administrative office.

The contract specifies the types of insurance required. It states the following insurance requirements for users of Sanders Theatre:

- A fully paid policy of public liability and property damage insurance covering the theatre and the time of use, naming Harvard University, Memorial Hall/Lowell Hall Complex and Licensee as insureds.
- Minimum limits of liability of \$1,000,000 for injury or death and \$1,000,000 for property damage.
- The insurance company used must be licensed to do business in Massachusetts and rated A-VIII or better by A.M. Best and Company.

A duplicate original or certificate for each such policy must be delivered to the attention of the Program Manager no later than two weeks prior to the first time of use.

CANCELLATIONS

**WITHIN 60 DAYS OF THE
EVENT DATE**

The Producer will be billed for the balance of the rental fee plus any other costs associated with the reservation.

**61+ DAYS BEFORE THE
EVENT DATE**

One of the following rental fee refund policies will apply:

If the theatre is not booked by another organization for the date in question: 0% refund of the 50% deposit.

If the theatre is booked by an organization in the same rental fee category for the date in question: 90% refund of the 50% deposit.

EMERGENCIES

BUILDING EMERGENCIES The Memorial Hall Director, Program Manager, Building Manager or a representative from the University President's office may make the decision to close the building for safety or other reasons. Every effort will be made to reschedule any event canceled due to an emergency. Patrons who purchased their tickets from the Harvard Box Office will receive refunds at the Harvard Box Office. Patrons who purchased tickets at another venue will be instructed to contact that venue regarding refunds.

WEATHER RELATED The staff of the Memorial Hall/Lowell Hall Complex, under the following circumstances, may cancel Memorial Hall and Sanders Theatre events:

- If it is impossible for all of the necessary Memorial Hall/Lowell Hall Complex staff to be present for the event due to dangerous driving or walking conditions.
- If a local, state or national emergency is declared.
- If the University chooses to close the building or cease activities.
- If the Director, or in his absence the Program Manager, Building Manager, or Production Manager judge it unsafe to open for an event.
- If the Memorial Hall/Lowell Hall Complex representative cancels an event, all rent and associated costs paid to Memorial Hall will either be applied to another date or refunded to the producer.

If an event is canceled by the **producing organization**, all rental, box office and incidental costs associated with the event apply. See the [Cancellation](#) section of the [Reservation Procedures](#) section.

Producers must communicate with Sanders Theatre/Memorial Hall representatives as soon as inclement, dangerous or threatening weather is predicted so that communication efforts can be coordinated for the general public. If cancellation is necessary, the Harvard Box Office will make every effort to announce a rescheduled event date or refund information.

ACCESSIBILITY INFORMATION

WHEELCHAIR ACCESS

Memorial Hall is wheelchair accessible. There are ramped entrances by both the Cambridge Street and Kirkland Street entries to the Transept and an elevator on the Cambridge Street side of the building.

Wheelchair accessible seating is available through the Harvard Box Office by telephone at 617.496.2222 or in person at the Box Office window. The orchestra section of Sanders Theatre is wheelchair accessible. The mezzanine and balcony sections are **not** wheelchair accessible.

All restrooms are wheelchair accessible via elevator.

ASSISTIVE LISTENING DEVICES

Sanders Theatre is equipped with Assistive Listening Devices, available one-half hour before performance time. Inquire at the on-site Box Office window.

TTY LINE

The Harvard Box Office TTY line for hearing impaired patrons is 617.495.1642.

PARKING FOR DISABLED PATRONS

For information about parking for disabled patrons, call the University Disability Coordinator at 617.495.1859, or TTY 617.495.4801, Monday through Friday, 9AM-5PM. Please call at least one week prior to the event.

The following symbols should be used in promotional materials for Sanders Theatre events:

INTERNATIONAL ACCESS SYMBOL



TELETYPEWRITER DEVICE FOR THE DEAF AND HARD OF HEARING (TTY)



ASSISTIVE LISTENING DEVICE



II: PRODUCTION & TECHNICAL INFORMATION

PRODUCTION GENERAL INFORMATION

TECHNICAL REQUIREMENTS FORM

The Sanders Theatre [Technical Requirements Form](#) must be submitted to the Production office four weeks before the event date. The [Technical Requirements Form](#) communicates event needs, critical date and time information, and indicates contacts for technical personnel. A meeting with the Production Manager or a Production Associate may be needed for technical staff orientation or to discuss particularly detailed events or set-ups. Call the Production Office for specific questions and/or to arrange a meeting.

The [Technical Requirements Form](#) via fax from the Production office, or on-line: <http://www.fas.harvard.edu/~memhall/techreqst.html>

ARRIVAL AND DEPARTURE TIMES

All arrival and departure times must be coordinated with the Program Manager and Production Manager or Production Associates. Early arrivals will not be accommodated unless prior arrangements have been made. Occupancy in excess of the agreed upon time will result in additional rental charges. Be sure to include time for lighting, audio, and/or video equipment set up and strike when arranging rental periods.

THE SANDERS THEATRE PRODUCTION TEAM WILL:

- Act as consultant to producer's technical staff, orienting them to facility use
- Provide access to music stands, chairs, tables and other facility owned equipment
- Move the Sanders Theatre piano
- Operate the wheelchair lift as needed

THE PRODUCING ORGANIZATION WILL:

- Provide a stage manager/stage hand to be responsible for stage changes and getting performers on and off stage.
- Perform set changes
- Cue performers on and off stage
- Operate the lighting system

PARKING

There is no parking at Sanders Theatre. Parking is not permitted in the circular drive at any time. Contact the Production Office for arrangements regarding parking for producers, technical staff and performers. See [Directions](#) for information on public transportation and parking for event patrons.

FACILITY INFORMATION

GENERAL POLICIES

Please note the following items and practices are NOT permitted in Memorial Hall:

- open flame or pyrotechnics
- helium balloons
- animals
- smoking
- storage or use of bicycles, rollerblades, skateboards or other transport
- removal or alteration of furnishings
- affixing items to building structure or furnishings

SANDERS THEATRE PROHIBITED ACTIVITY

Sanders Theatre staff will enforce the following policies:

- no food and beverages
- no sitting on stairs
- no standing in aisles or rear of house
- no blocking of stairs, aisles or exits for any reason
- no photography and audio/video recording unless arrangements have been made in writing

STAGE

For specific dimension information, please refer to the [Stage Diagram](#) provided with this guide.

STAGING, HANGINGS

All staging, hangings, and set ups must be approved by the Production Manager.

ELECTRICAL SPECIFICATIONS

Sanders Theatre has ten 100 amp/three phase cam-lock panels in these locations:

- backstage right and left
- choir loft above the stage: house right and left
- balcony: house right, left, and center
- lighting gallery: house right, left, and center

The stage has 32 pairs of 115 volt, 20 amp outlets on 5 separate circuits. The Theatre has numerous 115 volt 20 amp outlets on all levels.

FLOOR CARE

The installation or use of any hardware, equipment or device (including dance shoes) which may damage the stage floor is strictly prohibited. Producers whose activity could damage the floor may use the space if proper protective floor material is used with permission from the Production staff.

All equipment used on the floor, including musical instruments, must have rubber tips to prevent scratching.

SANDERS THEATRE EQUIPMENT

The Production staff will work with the Producer's stage manager to install the initial set up of music stands, chairs, tables and other stage equipment based on information received on the [Technical Requirements Form](#). The production staff will not assume responsibility for the set up or moving of equipment that is not the property of Sanders Theatre.

PIANO

Use of the Sanders Theatre piano (Steinway D Concert Grand) must be requested one month in advance. A fee for use applies. Requests made later than one month prior will incur an additional tuning fee.

Piano tuning is arranged by the Production staff and performed by the Harvard University Piano Shop. The pitch of the instrument will be between A 440-442 Hz. In the event that a different pitch is requested, a fee in addition to the normal cost will be charged.

The Production staff will set and move the piano as requested by the Producer. If the [Technical Requirements Form](#) does not indicate a need for the piano, the piano will be stored off stage.

PIANO LIFT

The piano lift in Sanders Theatre is operated by the Sanders Theatre Production staff for the movement of piano and equipment only. It may not be used to move performers, scenery or for any other theatrical effect.

Use of the piano lift is not permitted during an event or at intermission. Memorial Hall cannot take responsibility for an event that is disrupted by a malfunction of the piano lift.

EQUIPMENT DELIVERY AND STORAGE

All producer equipment must be removed at the end of each event. Equipment deliveries and pick-ups must be coordinated with the Sanders Theatre production staff. Unexpected deliveries/pick ups may not be accommodated.

There is no long-term storage at Sanders Theatre. Short-term storage may be available and requires discussion and coordination with the Production Manager. Always assume there is no storage available unless informed otherwise. Storage is not permitted in the transept before, during or after an event.

Harvard University and Memorial Hall are not responsible for any damage to or loss of any property that is stored in the facility.

EQUIPMENT AND SEATING

Lighting and sound equipment should not obstruct the view of the event patrons. The Producer must take full responsibility for responding to complaints and providing refunds for those patrons whose view is obstructed by any equipment.

If it is known that obstructed view seats will be created by equipment, the Harvard Box Office shall be notified before the seats are put on sale so that these seats can be pulled from sale or sold as "partial view". Please refer to the [Harvard Box Office](#) Information for more details.

DRESSING ROOMS

The Green Room (Memorial Hall room 038) with two adjacent dressing rooms with private toilets is included with the event day rental. If available, and needed, up to three additional seminar rooms will be reserved as support space. All rooms are equipped with audio monitors enabling performers to hear activity in the Theatre. Room 038 is wired for video. A video monitor is available upon request.

Keys for the Green Room and the seminar rooms will be given to the Producer's representative in order to secure belongings. Memorial Hall and Harvard University are not responsible for lost or stolen property. Producers are responsible for lost or missing keys and will be invoiced for costs to replace locks if keys are not returned.

At the Producer's request and expense, a Harvard University police officer or security guard may be scheduled for dressing room security.

There are no showers at Sanders Theatre.

VIDEO & AUDIO PRESENTATION, RECORDING AND BROADCASTING

EQUIPMENT LOCATIONS

In the interest of public safety, and in compliance with safety and fire codes, please note:

- It is not permissible to set up any video equipment in any aisle way in Sanders Theatre.
- All video camera operators or producers in charge of a shoot must obtain tickets for seats in which they can put tripods, cameras and related equipment. If no tickets are available, no video shoot will be allowed.
- If any video equipment and/or operators interfere with the audience's enjoyment of an event, the offending equipment and/or operator will be required to leave the Theatre. This policy does not apply to seats sold as or identified with signs indicating an "obstructed view."
- Camera locations and press seats must be arranged with the Harvard Box Office in advance. Any seats obstructed by camera locations must be accounted for.

FILM/VIDEO PROJECTION

Film or video projection vendors and equipment must be approved by the Production Manager before agreements are finalized. Projection equipment must not block any aisle ways or egresses.

PRESS TAPING

Anyone taping for a news broadcast must first contact the Harvard News Office, 617.495.1585, before the event. All such taping will be limited to the first 15 minutes of the event, after which time all press personnel and equipment must leave the Theatre.

AUDIO/VIDEO RECORDING AUTHORIZATION

A [Recording Authorization Form](#) and fee must be returned to the Administrative office prior to the recording of an event. This form is available at the end of this guide, via fax from the Administrative office, or on-line at <http://www.fas.harvard.edu/~memhall/recordnast.pdf>. Recording authorization does not constitute a license to broadcast.

It is imperative that anyone planning a video shoot in Sanders Theatre contact the Production Manager in advance. On the day of the event, the Production staff on duty will make the final decision granting permission to record.

The Memorial Hall/Lowell Hall Complex staff and management reserve the right to decline authorization to record at any time.

VIDEO/AUDIO RECORDING/INTERNET BROADCAST AUTHORIZATION

An [Application for License to Broadcast](#) must be completed one month prior to an intended broadcast. Permission is not guaranteed. Depending on the nature and frequency of the broadcast, fees may apply.

AUDIO/VISUAL SPECIFICATIONS

AUDIO SYSTEM

Sanders Theatre is equipped with a sound reinforcement system, designed to be as flexible and user friendly as possible while meeting the requirements of several different types of events. It can be operated independently or in conjunction with an adjunct system. It has installed processing, EQ, and delays that are set for a typical lecture scenario.

All events requiring audio reinforcement must employ a professional audio services provider. A list of recommended vendors can be found in the Vendor Referral List.

All sound system settings are fixed and cannot be adjusted. Please contact the Production Office for further information.

AUDIO SYSTEM COMPONENTS

Center house cluster including the following:

- four Meyer UPA 2 powered loudspeakers
- Two Meyer UPA 1 powered loudspeakers
- Soundweb 9088MM Processor for the center cluster

The central cluster and its Soundweb processor can be used independent of the other components. The cluster is divided into upper and lower halves that can be mixed separately.

One under balcony speaker system and one over balcony speaker system, both driven by a series of Crest CA900 amplifiers.

Multipin connector runs providing 32 channels of audio between the stage and the front-of-house mix position:

- 16 channels between the stage and the rear of house mix position
- 16 channels between the stage and the system patch bay
- Two sets of 16 channel snake boxes and tails (wired for send only)

Microphones:

- two Shure wireless handhelds and two Shure wireless lavalier clips operating on two frequencies, 182.200 MHz and 180.400 MHz, one handheld and one lav each
- one four-channel Shure mixer
- several installed XLR microphone runs; system patch bay allowing for custom microphone run configuration

RECORDING COMPONENTS

The recording booth is located above the stage with view of the stage by closed circuit television camera.

- Eight input tie line for microphones; connects from loft rail above stage to recording booth
- Adjustable aircraft wire microphone suspension system

VISUALS

In-house projection equipment is owned and operated exclusively by Harvard Media and Technology Services (MTS): 617.495.9460. Contact them directly for information regarding specifications and terms of use.

Sanders Theatre is equipped with a remotely operated Stewart Film screen Model B with ultra matte 130 projection, suspended above the stage. Producers may use this screen independent of Harvard Media and Technology Services. Image size: 12'h x 24'w

Projection distance from screen to A/V counter (at the back of Mezzanine Section D): 70 feet

VIDEO

Video patch system (BNC-type connectors) tie-ins are located throughout the house. Patch system connects to central patch bay in basement.

EXTERIOR PATCH PANEL

Panel located on the outside of building, north side, has provisions for audio and video patches from production truck/trailer into house systems.

PRODUCTION COMMUNICATION SYSTEM

- Six ClearCom RS-501/CC-85 units with cables
- Patch in receptacles at 18 positions
- ClearCom system operates on channels A and B, separately or combined

ASSISTIVE LISTENING SYSTEM

Sennheiser infrared transmission system includes

- 48 HD 1407 headset receivers
- 24 RI100-J loops

The system will transmit audio signals sent through the in-house system.

Audio engineers using an independent sound system **must** supply a signal to the in-house audio system in order to provide infrared transmission.

LIGHTING SYSTEMS

GENERAL DESCRIPTION

The Production staff can provide names of approved lighting designers or technicians who may be hired, at the producer's expense, to assist with and supervise the set up and operation of the theatrical lighting system. See the [Vendor Referral List](#) for currently approved lighting vendors. Vendors not on this list must be reviewed and approved by the Production Manager and provide the required insurance documentation.

All lighting is controlled via one ETC brand Sensor 24 installation dimmer rack containing 48 D20 2.4 kW dimmers that can be controlled via DMX 512 input or via the theatre's Unison architectural control system.

- Twenty-seven of the 48 dimmers are dedicated to controlling the architectural fixtures in the theatre and are not available for use.
- The remaining 21 dimmers are used for theatrical lighting purposes via the theatre's distribution system.

Sanders Theatre uses 2P&G connectors. Several ETC Source 4 ellipsoidal and pars are available, hung in a fixed focus designed for classical music concerts and lectures. The instruments cannot be moved or refocused. They may be gelled, or disconnected to allow use of the circuit for some other instrument.

Sanders Theatre does not own a lighting control console.

DIMMING AND DISTRIBUTION

The dimmer rack is located in the tower above the theatre. Twenty-one dimmers are available through the distribution system for use with a one-to-one dimmer/circuit configuration. Dimmers start at DMX address 201 to facilitate shorter load in periods for events that will use additional dimmer racks in conjunction with the installed equipment.

Sanders Theatre is also equipped with ten 100A 3 phase 12/208 VAC Cam-Lok panels to provide power to additional equipment. The panels are located stage left and stage right upstage, in the choir loft, three in the balcony, and three in the lighting gallery. The panels in the balcony and gallery are distributed house left, center, and right.

The panels have reversed neutrals and may require "turn arounds."

The center Cam-Lok panel in the balcony has three 20 circuit breakers feeding duplex U-ground receptacles. The Cams and breakers are all fed from the same 100A supply.

The theatre's distribution system is equipped with 2P&G (stage pin) connectors. The distribution system contains the following circuits:

Circuits	Location
228-244	Distributed throughout the Lighting Gallery
245-248	Choir Loft

CONTROL

The theatre is equipped with installed DMX control lines to control the installed rack and any additional racks. A lighting control device can be plugged in stage right upstage, at the rear of the orchestra, and at the rear of the mezzanine center house at the Audio Visual desk. The theatre is equipped with DMX out connections at each of the aforementioned Cam-Lok panels. The DMX signal is optically split in the Dimmer Room.

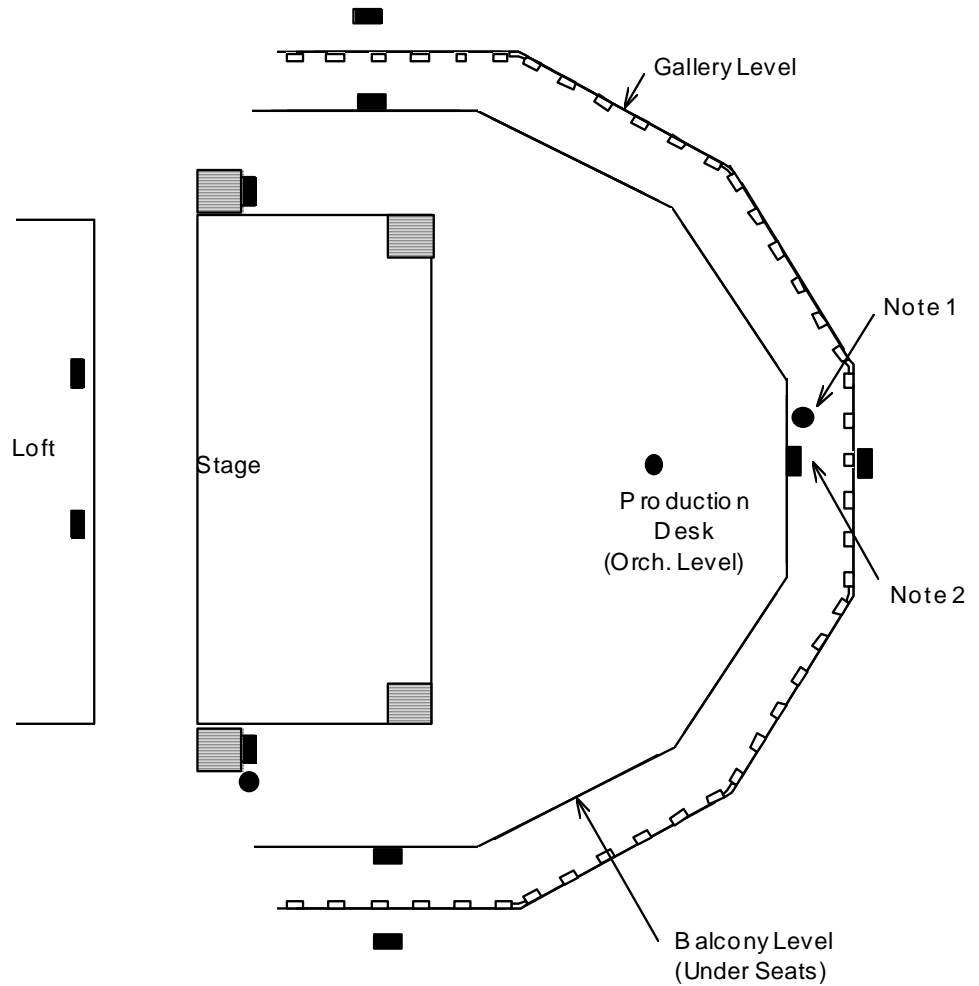
The theatre's lighting system can also be controlled via ETC's Unison system. The system is an architectural control system that has the ability to control groups of dimmers (zones) and take "snapshots" of different lighting looks to be used later on. The system can be controlled via proprietary controllers that can be plugged in stage right upstage, at the rear of the orchestra, and at the rear of the mezzanine center house at the Audio Visual desk. Contact the Production staff for more information and training on the Unison system.

FIXTURES

Sanders Theatre is equipped with the following instruments:

Instruments	Quantity
ETC Source 4 Ellipsoidal 19 degree	6
ETC Source 4 Par MCM	22

The fixtures may not be moved or refocused.



■ 100 Amp 3 Ø 4 wire Cam-Lo k
Panel (Hots are female, N & G
are male, E1016 type)
Each includes DM X o utput

● DM X Control Input

Note 1: Input in A/V desk

Note 2: This Cam-Lo k panel includes
3 duplex outlets each with a 20A breaker

Sanders Theatre
Power and Stage Lighting Control
APS7 Feb. 1997

HOUSE MANAGEMENT

The Producing Organization and the Memorial Hall/Lowell Hall Complex staff share in the management of events at Sanders Theatre. House Management is the coordination of front of house activities on the day of an event. At Sanders Theatre, house management responsibilities fall under the guidance of the production staff.

MEMORIAL HALL PRODUCTION STAFF

A Memorial Hall Production Office representative will act as Theatre Manager on the day of the event. The Theatre Manager oversees the house staff, facilitates communication with the Producing organization, enforces facility safety and operating policies, and also acts as the building manager/technical consultant.

Two hours prior to the event start time, the Theatre Manager assembles the house staff and prepares the theatre for opening. During the performance, the Theatre Manager responds to patron issues regarding seating, building concerns and safety. The Theatre Manager will work with the Harvard Box Office staff and the Producer to coordinate late seating and resolve ticketing issues and patron complaints.

Sanders Theatre rentals include a full complement of ushers. Ushers take tickets, distribute programs, direct patrons to their seats, resolve seating issues and enforce building policies. Sanders Theatre ushers work under the supervision of the Theatre Manager.

PRODUCER

The Producer will designate an individual to act as the representative of the Producing organization regarding house management issues. This person will be the "point person" for the front-of-house staff, acting as the direct contact to the Theatre Manager. The Producer may contact the Production Manager in advance to discuss the specifics of this role. By default, it will be expected that the "point person" will act as the representative of the Producing organization.

Note: the Producing organization's "point person" must be separate from the Producer's Stage Manager, who will presumably have duties on or back stage that are likely to conflict with audience management issues that may arise.

EVENT TIME LINE

The Production Manager, Theatre Manager, Producer and Stage Manager should follow the procedures outlined below. Changes to this procedure must be discussed in advance.

PRIOR TO THE EVENT DATE	The Producer representative submits the Technical Requirements Form four weeks before the event. The Production Manager and Producer representative will speak over the phone or meet to confirm arrival/ departure times, event specifics, and arrange times for deliveries.
DAY OF THE EVENT	<ul style="list-style-type: none">▪ The Theatre Manager and Producer representative check in at the designated arrival time. The Producer's representative will be given a two-way radio for use during the rental period.▪ Pre-event tech schedule is confirmed.▪ House open time, light cues and intermission length are determined.▪ Late seating procedure is established.▪ Transept set up is completed.▪ Program booklets/inserts are delivered.▪ Ushers arrive; program booklets are stuffed, if necessary, and delivered to the theatre entrances.▪ The house opens. Patrons are seated.▪ The Safety Announcement is made; the event begins.
DURING THE EVENT	<ul style="list-style-type: none">▪ Ushers handle late seating according to the established procedure.▪ The ushers handle most patron issues. The Theatre Manager and Producer representative are available to respond to patron, event and facility concerns as they arise.▪ The Stage Manager performs stage changes as needed.▪ During intermission, the ushers assist patrons and prevent food and drink from entering the theatre. The Theatre Manager and the Stage Manager determine intermission end. Patrons are informed by flashing lights and a call chime.
POST EVENT	<ul style="list-style-type: none">▪ The Producer's representative oversees removal of transept displays and materials. The Theatre Manager and Producer's representative walk through stage, house and dressing rooms for damage, cleanliness, and belongings left behind.▪ The Producer's representative communicates with hired technical staff. Time out status is determined. Changes are relayed to the Theatre Manager. Overtime will be charged if the event or load-out activities extend beyond the scheduled time out.▪ Final time out is determined; late charges, if any, are deducted from box office receipts.

EVENT POLICIES

PROGRAMS & INSERTS Program booklets and inserts must be delivered to the production office at minimum two hours prior to the performance start time. Ushers will stuff one insert into event programs. Additional inserts can be stuffed for an additional charge of \$50 per insert.

REQUIRED PROGRAM INFORMATION Producing organizations are required to print the [Sanders Theatre Patron Information](#) in the event program, or permit the Sanders Theatre ushers to insert this information into patron programs. Producers who print the information in their programs will receive a \$50 credit applied toward outstanding rent or fees.

The [Sanders Theatre Patron Information](#) appears at the end of this guide. If you would like the Patron Information e-mailed, please contact the Administrative office. The text is also available on the web site at <http://www.fas.harvard.edu/~memhall/boilerplate.html>.

SAFETY ANNOUNCEMENT The Theatre Manager will arrange to have a short announcement made at the start of the event requesting that audience members refrain from photography, turn off cell phones and pagers, and acknowledge the nearest emergency exit. If a member of the Producing organization has agreed to make this announcement, a script will be supplied.

LATE SEATING POLICIES Producers must work with the Theatre Manager to determine a late seating policy for each event. Since late seating is challenging, it is advisable that an ample break for late seating be planned at an appropriate interval. The Producer's representative must be on hand to clarify late seating policy for patrons.

SEATING CHALLENGES Producers are advised to retain house seats to accommodate VIPs or unforeseen ticketing issues. See [Harvard Box Office](#) information for ticketing/seating details.

DISPLAY & DISTRIBUTION Tables and chairs will be set up in the transept according to instructions on the [Technical Requirements Form](#).

Displays may be erected on freestanding easels, music stands or tabletops only. Adhering objects to walls, doors, windows or seats is prohibited. All displays may be set up two hours before the event and removed immediately after. Questions about transept or theatre display should be directed to the Production Manager.

No posters, banners or other similar materials may be posted anywhere in, on or around Memorial Hall. Permission to post in designated locations must be obtained from the Harvard Box Office. Distribution of information for upcoming events will not be permitted without the prior consent of both the Director and the Producer renting the Hall.

CONCESSIONS

The Production staff will arrange for concessions for all events with an intermission. Please inform the Production staff as soon as possible if intermission information changes from that provided on the [Technical Requirements Form](#). There may be a fee for late changes.

Last minute cancellations (less than three days notice) of planned intermissions, and subsequent canceling of concession services, will be subject to a fee of \$200.

VENDOR'S LICENSE

The sale of goods, including t-shirts, souvenirs, etc., requires a vendor's license from the City of Cambridge License Commission. One license must be purchased for each calendar day goods will be sold. A license is not required for the sale of tickets, nor for the sale of books, CDs or other printed and recorded materials. A copy of the [Vendor's License](#) form with step-by-step instructions is available with this guide and on the web at <http://www.fas.harvard.edu/memhall/vendorreq.html>.

RECEPTIONS

Small, private receptions may be held in the classrooms that are reserved as support space related to an event. With permission and advance planning, larger events may be accommodated in the Memorial Hall Transept. There are several issues to consider when thinking about using this space: weather (the space is challenging to heat in the winter), lack of kitchen facilities, capacity limitations, access issues, among others. It may be necessary to hire additional security or a police detail, an expense that would be billed directly to the producing organization.

Note that Sanders Theatre is not available for receptions.

CATERING

The preferred vendor for Memorial Hall is Crimson Catering. See the [Vendor Referral](#) list for contact information. Speak to the Production staff to request permission to use other catering vendors.

For events where alcohol will be served, an [Alcohol License](#) must be obtained, and licensed and bonded bartenders must be present.

ALCOHOL LICENSE

If alcohol will be served, an Alcohol License form is needed from the City of Cambridge License Commission. One license must be purchased for each calendar day alcohol will be served. A copy of the [Alcohol License](#) form with step-by-step instructions is available with this guide or on-line at <http://www.fas.harvard.edu/memhall/Alcohol license.pdf>.

LOST AND FOUND

Any items found in the theatre, restrooms or dressing rooms are returned to the Administrative Office. Lost and found inquiries should be directed to the Administrative Office, either in person or via phone during regular business hours. Please note that items are donated to charity after three months.

Harvard University and Memorial Hall/Lowell Hall Complex management are not responsible for personal property of patrons and performers.

III: THE HARVARD BOX OFFICE

Producing organizations renting Sanders Theatre are required to use the Harvard Box Office, a full service box office providing advance sales for walk-up, web sales, and phone sales, as well as pre-performance sales. Producers must allocate a minimum of 10% of the available seating capacity of Sanders Theatre for sale through the Harvard Box Office.

BOX OFFICE GENERAL INFORMATION

LOCATIONS AND HOURS

Holyoke Center Arcade
1350 Massachusetts Avenue, Cambridge MA 02138
Hours: 12PM-6PM, Tuesday through Sunday
Closed Mondays, some holidays, and limited summer hours.

Sanders Theatre at Memorial Hall
45 Quincy Street, Cambridge MA 02138
Open only on performance days.
Hours: open at 5PM for evening performances, at 12PM for matinee performances. Closed one half hour after scheduled curtain time.

The Harvard Box Office management office is located at
74 Mount Auburn Street, Cambridge MA 02138
Hours: 10AM to 6PM, Monday through Friday

TELEPHONE

Call 617.496.2222 for tickets, directions and a listing of upcoming events on sale through the Harvard Box Office.

Call 617.495.1642 for TTY (text telephone) service.

SERVICES

- Full service ticketing
- Complete documentation of ticket sales, total revenue and fees
- Patron mailing list
- Marketing reports

PUBLICITY VEHICLES

- Web site Calendar of Events
- Voice mail calendar
- Bulletin boards
- Brochure holder

PROCEDURES FOR PUTTING AN EVENT ON SALE

STEP 1: CONTACT THE BOX OFFICE MANAGER

The Ticket Manager for the Producing organization should contact the Harvard Box Office Manager no later than six weeks prior to each event. There should be **one** representative from each organization in contact with the Harvard Box Office. Only that designated representative will be given ticket information.

The Harvard Box Office Manager will confirm with the Memorial Hall Program Manager that a deposit has been received for the date. Tickets will not go on sale without the consent of the Program Manager.

Please be aware that the Harvard Box Office sells tickets over the telephone via a major credit card. A per ticket service fee is charged to the patron for telephone sales. There is no service charge for walk-up sales. Additional fees apply for web sales.

STEP 2: PRICE THE HOUSE & DETERMINE "HOLDS"

Producers are strongly encouraged to make an appointment to visit the Theatre in order to make their own determination of how to price/market/sell the seats in Sanders Theatre. **A limited number of pricing configurations is available.** See the [Obstructed and Partial View Seating](#) section for recommendations regarding particular seats.

Returning organizations will use pricing configurations currently on file. The Box Office Manager must approve new configurations.

The Harvard Box Office will hold six orchestra seats (Row: T Seats: 1-6) for the House Manager's use in resolving last minute seating problems. These "trouble seats" are not included in the 1166 seat capacity of the house and will not be available for sale.

Producers are advised to retain their own house seats to accommodate important guests or other last minute ticketing issues.

The Harvard Box Office will also hold 1% to 2% of the house for sale as wheelchair seating. The following locations are designated for wheelchairs and one companion seat:

RW1& R2, AW0 & A1, CW0 & C1, EW0 & E1, GW0 & G1, HW1 & H2, HW6 & H5, GW10 & G9, EW15 & E14, CW19 & C18, AW21 & A20, ZW3 & Z2

We encourage producers to use the "comfort seating" option, removing selected seats from sale (reducing total capacity) to ease crowded seating and enhance patron comfort.

The Harvard Box Office must be notified of any equipment, including sound, lights and video that will affect sight lines or seating capacity **before tickets go on sale.** Producers are urged to remove from sale any seats affected by any equipment.

**STEP 3:
PROMOTE YOUR
EVENT**

Producers should provide the Harvard Box Office with program information, press releases and promotional brochures as soon as possible.

The Harvard Box Office name, numbers 617.496.2222, TTY 617.495.1642, and hours of operation must appear prominently in all advertising by the Producer, including web pages and single ticket sales brochures. The size and prominence of the telephone number must be equal to or greater than all other information regarding ticketing.

If the Producing organization has a web site, we recommend linking to the Harvard Box Office web site: www.fas.harvard.edu/~tickets. The Harvard Box Office can also create a link from the on-line Calendar of Events to the Producing organization's web site.

**STEP 4:
FINAL STEPS – THE
DAY OF THE EVENT**

Any consignment tickets returned to the Harvard Box Office by the Producer must be turned over to the Harvard Box Office by the close of business the day prior to the event if they are expected to be put on sale at the Theatre.

If the Producer prints tickets, please be sure these locations are indicated on the Ticket Allocation Form to avoid double-sold seats. The Producer must give the Harvard Box Office Manager a reconciliation of the number of tickets sold and distributed through other venues. This information is used to calculate the Restoration Fee.

Producers must notify the box office in advance if they will be offering tickets for sale through another ticket outlet or internet provider. Prior to the event, producer must provide a complete patron list including seat locations (for reserved seating), and a sample ticket, for any tickets sold outside of the Harvard Box Office.

The Ticket Manager must check in with the on-duty Harvard Box Office Associate at Sanders Theatre at least two hours prior to curtain time and remain reachable during pre-show.

The Harvard Box Office prohibits the sale of tickets on the premises by any organization other than the Harvard Box Office, including the Producer.

Latecomers will be seated at the discretion of the management. Please see the [House Management](#) section for further discussion of late seating procedure.

"Print at Home Ticket Technology" is prohibited at Sanders Theatre. Tickets sold by a ticket outlet and printed by patrons will NOT be honored for Sanders Theatre events.

BOX OFFICE PAYMENT TO PRODUCERS

If money is owed to the Memorial Hall/Lowell Hall Complex for any reason, the Box Office will deduct that amount from the ticket revenue on the box office statement and apply it to the amount owed. Once the performance is reconciled, a check will be issued within five business days of the event and mailed to the producing organization.

GENERAL/FREE ADMISSION

The Memorial Hall/Lowell Hall Complex management has instituted the following measures, which will be implemented by The Harvard Box Office and Production staff, to ensure the safety of all patrons at your event.

Producers are to issue no more than 1000 tickets for general admission, or up to 1166 for "free" events in Sanders Theatre, including seating required for performers, staff, press, and/or complimentary tickets. Free events must be ticketed and have a maximum capacity of 1166.

The public will be admitted through specific entrances of the Theatre (as designated by the Production Manager) prior to the event, with large crowds detained in the lobby or outside when necessary. Sitting in the aisles or standing in Sanders Theatre egress paths will not be permitted.

No ticket holders will be allowed to enter Sanders Theatre once the Production Manager has determined that all seats are taken. Producing organizations should be prepared to issue refunds to patrons without seats.

OBSTRUCTED & PARTIAL VIEW SEATING

There are seats in Sanders Theatre which have consistently garnered complaints. Patrons should always be counseled on the less than full view of the stage. In order to use a standard phrase when describing these seats, we have created the following definitions. We advise all ticketing outlets handling these seats to use these same descriptions.

The obstructed and partial view seats affect every type of performance differently. This list represents our recommendations. The producing organization should contact The Harvard Box Office to discuss how these seats may affect each individual performance. Our goal is to reduce the number of disgruntled/uninformed patrons.

OBSTRUCTED VIEW SEATS

These seats have difficult to impossible sight lines.

**OBSTRUCTED VIEW -
POLES - 15 SEATS**

(seated behind a 6" wide
pole)

Mezzanine B Row F seat # 5, 6
Mezzanine C Row F seat # 5, 6, 13
Mezzanine D Row F seat # 1, 7, 8, 14
Mezzanine E Row F seat # 5, 6, 13
Mezzanine F Row F seat # 5, 6

**OBSTRUCTED VIEW -
MEZZANINE EXTREME
SIDES - 12 SEATS**

(view of stage obstructed
by side walls)

Mezzanine A Row A seat # 6
Mezzanine A Row B seat # 6
Mezzanine A Row C seat # 5, 6
Mezzanine A Row D seat # 5, 6
Mezzanine G Row A seat # 6
Mezzanine G Row B seat # 6
Mezzanine G Row C seat # 5, 6
Mezzanine G Row D seat # 5, 6

**OBSTRUCTED VIEW -
BALCONY EXTREME
SIDES - 10 SEATS**

(view of stage obstructed
by side walls and/or front
railing)

Balcony A Row AA seat # 10
Balcony A Row BB seat # 10
Balcony A Row CC seat # 10
Balcony A Row DD seat # 4
Balcony A Row EE seat # 4
Balcony G Row AA seat # 10
Balcony G Row BB seat # 10
Balcony G Row CC seat # 10
Balcony G Row DD seat # 4
Balcony G Row EE seat # 4

PARTIAL VIEW SEATS

These seats do not allow for a full view of the stage. The effect on the enjoyment of the performance depends upon the type of performance, and should be defined in conjunction with the Producer of the event.

**PARTIAL VIEW -
MEZZANINE EXTREME
SIDES - 40 SEATS**

Mezzanine A remaining seats in section
Mezzanine G remaining seats in section

(view of stage limited by
side walls)

**PARTIAL VIEW -
BALCONY EXTREME
SIDES - 116 SEATS**

Balcony A remaining seats in section
Balcony B Rows AA & BB (obstructed by balcony railing)
Balcony F Rows AA & BB (obstructed by balcony railing)
Balcony G remaining seats in section

(view of stage limited by
side walls)

UNCOMFORTABLE SEAT

Pole Seat/Uncomfortable Seat - 1 seat (pole running up the back of seating bench)

Mezzanine D Row E seat # 7

VENDORS

REQUIRED VENDOR INSURANCE

In addition to the [Insurance Requirements](#) for Producers (see page 5), Harvard University requires that all vendors working on University property have the following coverage. It is the responsibility of the Producer to make sure that the vendors they subcontract meet these requirements.

- GENERAL LIABILITY**
- Per Occurrence \$1,000,000
 - Per Aggregate \$2,000,000

- AUTOMOBILE LIABILITY**
- Per Person \$ 250,000
 - Per Occurrence \$ 500,000
 - Property Damage \$ 250,000
 - Or a combined limit of \$1,000,000

WORKERS' COMPENSATION

Required by state law, Workers' Compensation Coverage is required for any contractor or service vendor with one or more employees. If the business is only the owner, then a copy of that health insurance policy will suffice.

SANDERS THEATRE APPROVED VENDORS

The following vendors have a history of working in Memorial Hall/Lowell Hall Complex and have submitted proof of required insurance. Memorial Hall/Harvard University assumes no liability for the quality of work provided. Producers enlisting the services of these vendors do so at their own risk.

LIGHTING	Holly Gettings 617.864.0227 Linda O'Brien 617.698.9992 Steve Buck 617.325.8244
LIGHTING EQUIPMENT RENTAL	ALPS (Advance Lighting Production Services) 781.961.3066 www.alpsweb.com High Output 781.364.1800 www.highoutput.com Port Lighting 1.800.982.7678 www.portlighting.com
SOUND	Harvard Media & Technology Services 617.495.9460 John Clark 617.642.5915 Klondike Sound 413.772.2900 www.klondikesound.com Matrix 1 781.245.1222 www.matrix1inc.com Myrna Johnston Audio 617.522.8442 SRC Sound 207.439.7600 www.srcsound.com Terry Hanley Audio 781.932.5300
AUDIO/VISUAL SERVICES	Ad Tech 508.358.0077 www.adtech-sys.com Harvard Media and Technology Services 617.495.9460 Mass AV 781.270.0027 www.massav.com
RECORDING ENGINEERS	Antonio Oliart 617.300.2362 Frank Cunningham 781.641.1905 Harvard Media and Technology Services 617.495.9460 Tom Stephenson 617.266.3210
EQUIPMENT RENTAL	Appleton 781.592.5523 or 800.752.0427 www.rlappleton.com Bergsten Music 781.740.6600 www.bergstenmusic.com Interstate Rental Service 617.522.6200 www.interstaterentalservice.com Performance Platforms 978.562.0988 Peterson Party Center 781.719.4000 www.ppcinc.com United Staging & Rigging 781.821.3092 www.unitedstaging.com
CATERING	Crimson Catering 617.496.6000

PARKING

HARVARD UNIVERSITY VISITOR PARKING

Most parking in nearby neighborhoods is restricted to residents only.

Spaces will be available on a first-come, first-served basis **only after 5PM** on weekdays, one hour prior to the performance time on weekends in the Broadway Garage, located on Felton Street between Broadway and Cambridge Street. The garage will be open one hour prior to your event's scheduled start time, and will close one hour after your event's scheduled end time, not to exceed 5 hours without prior arrangements. Contact the Production Manager with any questions about Broadway Garage parking.

Please make every effort to inform patrons of Broadway Garage parking.

PUBLIC (PAY) PARKING FACILITIES IN HARVARD SQUARE

Church Street (open-air lot)	100 spaces
Eliot Street Garage (JFK St.)	200 spaces
Holyoke Street Garage	125 spaces
University Place Garage (Mt. Auburn St.)	450 spaces

DIRECTIONS

PUBLIC TRANSPORTATION

The management of Memorial Hall/Lowell Hall Complex, in keeping with state and local government and University efforts to reduce traffic congestion, urges producing organizations renting Memorial Hall facilities to emphasize to their patrons the need to use public transportation when attending events at Sanders Theatre. The Harvard Square stop on the Red Line of the MBTA subway system is a five-minute walk from Memorial Hall and is well lit.

FROM THE NORTH From Alewife MBTA station, take the Red Line to **Harvard**.

FROM THE SOUTH From Braintree MBTA station, take the Red Line in the direction of Alewife to **Harvard**. Allow about 45 minutes for the trip.

FROM THE WEST From Riverside MBTA station in Newton, take Green Line to the **Park Street** stop. Follow signs marked **Red Line to Alewife**. Take train four stops to **Harvard**. Allow one hour for the trip.

**FROM THE HARVARD
MBTA STOP** At the **Harvard** stop, exit via Harvard Yard/Johnston Gate. Walk through Johnston Gate and travel northwest through the yard. When you come out of Harvard Yard, the Science Center will be directly in front of you. Memorial Hall is to your right. Sanders Theatre is within Memorial Hall.

DRIVING DIRECTIONS

FROM SOUTH OF BOSTON

Take I-93 North to exit 26 (Cambridge/Storrow Drive*)

Keep left at end of ramp and take underpass to Storrow Drive *

Continue on Storrow Drive* approximately 4 miles to Cambridge/Allston

Take the Harvard Square exit

Turn right at end of ramp onto John F. Kennedy Street

Harvard Square is approximately ½ mile straight ahead.

The Coop is on the left, Out-of-Town News on the right. Continue forward on what is now Massachusetts Ave, stay in the middle lane

At the next light (Harvard Yard is on your right) stay to the right.

Take the right under the underpass; follow signs toward Cambridge/Kirkland Streets.

Coming up from the underpass, the road splits, stay to the left. This will bring you to a traffic light with Memorial Hall on your left and the firehouse on your right.

To drop off patrons, turn left onto Quincy Street. Stay on the left on Quincy Street. Turn left at light onto Kirkland Street. Turn left into circular driveway. (No parking policies strictly enforced.)

To go directly to the Broadway Garage, go straight through traffic light on Cambridge Street. Turn right at the second street (Felton Street). Entrance to the garage is on your right.

**FROM NORTH OF
BOSTON**

Take I-93 South to exit 26 (Storrow Drive/North Station).

Keep left at end of ramp and take underpass to Storrow Drive.*

Continue on Storrow Drive approximately 4 miles to Cambridge/Allston.

Take the Harvard Square exit.

Turn right at end of ramp onto John F. Kennedy Street.

Harvard Square is approximately ½ mile straight ahead.

The Coop is on the left, Out-of-Town News on the right. Continue forward on what is now Massachusetts Ave, stay in the middle lane.

At the next light (Harvard Yard is on your right) stay to the right.

Take the right under the underpass; follow signs toward Cambridge/Kirkland Streets.

Coming up from the underpass, the road splits, stay to the left. This will bring you to a traffic light with Memorial Hall on your left and the firehouse on your right.

To drop off patrons, turn left onto Quincy Street. Stay on the left on Quincy Street. Turn left at light onto Kirkland Street. Turn left into circular driveway. (No parking policies strictly enforced.)

To go directly to the Broadway Garage, go straight through traffic light on Cambridge Street. Turn right at the second street (Felton Street). Entrance to the Garage is on your right.

**FROM WEST OF
BOSTON**

Take I-90 East (Mass Turnpike) to exit 18 (Cambridge/Allston)

Bear right after tollbooth at end of exit ramp

Turn left after lights (before the bridge) onto Storrow Drive*

Take Cambridge/Allston exit (½ mile ahead) and turn right at end of ramp onto John F. Kennedy St.

Harvard Square is approximately ½ mile straight ahead

The Coop is on the left, Out-of-Town News on the right. Continue forward on what is now Massachusetts Ave, stay in the middle lane.

At the next light (Harvard Yard is on your right) stay to the right.

Take the right under the underpass; follow signs toward Cambridge/Kirkland Streets.

Coming up from the underpass, the road splits, stay to the left. This will bring you to a traffic light with Memorial Hall on your left and the firehouse on your right.

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To go directly to the Broadway Garage, go straight through traffic light on Cambridge Street. Turn right at the second street (Felton Street). Entrance to the Garage is on your right.

***SPECIAL NOTE RE:
LARGE VEHICLES**

Storrow Drive is not accessible to large vehicles due to overpass height limitations. For alternate directions, call 617.495.5595.

**FOR MORE
INFORMATION**

Additional maps of the Harvard University campus can be viewed at www.map.harvard.edu.

PATRON INFORMATION TO BE INCLUDED IN SANDERS THEATRE PROGRAMS

Sanders Theatre in Memorial Hall is managed by the Faculty of Arts and Sciences and the Office for the Arts at Harvard. All inquiries should go to: Memorial Hall/Lowell Hall Complex
45 Quincy Street, Room 027, Cambridge, MA 02138
Phone: 617.496.4595, Fax: 617.495.2420

CALENDAR OF EVENTS is available at the Harvard Box Office web site: www.boxoffice.harvard.edu

SMOKING is not allowed in Memorial Hall.

RESTROOMS

Located on the Lower Level

PARKING Free parking for Sanders Theatre events is available at the Broadway Garage, corner of Broadway and Felton Streets, from one hour pre-performance to one hour post-performance. For some student events, patrons will be asked to park at 38 Oxford Street.

LOST AND FOUND Call 617.496.4595 or visit the Administrative Offices, Memorial Hall room 027. Memorial Hall and Harvard University are not responsible for lost or stolen property.

LATECOMERS will be seated at the discretion of the management.

PHOTOGRAPHY AND RECORDING Use of cameras and audio and video recording equipment is prohibited. Film and tape will be confiscated.

ELECTRONIC DEVICES Please silence all cell phones, pagers, watches and other devices.

EMERGENCY EXITS are located at the rear of the mezzanine and balcony sections.

ACCESS FOR PATRONS WITH DISABILITIES

Wheelchair accessible seating is available through the Harvard Box Office by telephone at 617.496.2222, TTY 617.495.1642, or in person. Sanders Theatre is equipped with Assistive Listening Devices, available at the Sanders Theatre Box Office location, one-half hour before performance time.

For information about parking for disabled patrons, call Marie Trottier, University Disability Coordinator, at 617.495.1859, TTY 617.495.4801, Monday through Friday 9am to 5pm. Please call at least two business days in advance.

THE HARVARD BOX OFFICE

Phone: 617.496.2222; TTY: 617.495.1642

Online sales: www.boxoffice.harvard.edu

Advance Sales:

Holyoke Center Arcade, Harvard Square
1350 Massachusetts Avenue

Open Tuesday-Sunday 12 noon to 6pm.

Closed Mondays and some holidays.

Limited summer hours.

Pre-Performance Sales:

Sanders Theatre in Memorial Hall

Open on performance days only, at 12 noon for matinees and 5pm for evening performances.

Open until one-half hour after curtain.

USHERING

To inquire about ushering opportunities, contact the Production Office at 617.495.5595.

MEMORIAL HALL/LOWELL HALL STAFF

Director	Eric C. Engel
Assistant Director	Raymond C. Traietti
Program Manager	Ruth A. Polleys
Staff Assistant	Adam M. Kassim

Production Manager	Tina Bowen
Senior Production Associate	Jonathan Salz
Production Services Coordinator	Ilya Luvish

HARVARD BOX OFFICE STAFF

Box Office Manager	Tina L. Smith
Associate Box Office Manager & Manager of Student Ticketing	Jason Govostes
Box Office Associate	Bob Bartosch
Box Office Associate	Amy L. LeBrun
Box Office Assistant	Michael Van Devere

**This information is available on-line at www.fas.harvard.edu/memhall/boilerplate.html

WEB RESOURCES

Forms are available on-line or through the Administrative Office of Memorial Hall 617.496.4595.

PRODUCTION

[Technical Requirements Form](#)

<http://www.fas.harvard.edu/~memhall/techreqst.html>

[Recording Authorization Form](#)

<http://www.fas.harvard.edu/~memhall/recordnast.pdf>

[Application for License to Broadcast](#)

<http://www.fas.harvard.edu/~memhall/broadcastreq.pdf>

HARVARD BOX OFFICE

[Box Office Requirements Form](#)

http://www.fas.harvard.edu/~memhall/boreq_na.pdf

[Ticket Allocation Form](#)

<http://www.fas.harvard.edu/~memhall/allocation.html>

[TIN Form](#)

<http://www.fas.harvard.edu/~memhall/tin.html>

MISCELLANEOUS FORMS

[License Requirements Form for Vendor's Permit](#)

<http://www.fas.harvard.edu/~memhall/vendorreq.html>

[Alcohol License Form](#)

<http://www.fas.harvard.edu/~memhall/Alcohol license.pdf>