



The Harvard Box Office

Office for the Arts at Harvard

1350 Massachusetts Avenue | Cambridge | Massachusetts 02138 | T 617 496 2222 | T Mgt 617 496 6093 | F 617 496 6094

www.fas.harvard.edu/~memhall

Harvard Affiliated and Student Requirements Form

The Harvard Box Office must receive this form before any tickets can be put on sale for the event.

Producing Organization: _____

Permanent Mailing Address: _____

Web Page Address: _____ **Group E-Mail Address:** _____

For link to Harvard Box Office Web Page: <http://www.boxoffice.harvard.edu>

Tax ID # or 33 Digit Code _____ **Make Checks Payable To:** _____

Payment Mailing Address _____

Producing Group Ticket Manager: _____ **E-Mail Address:** _____

Telephone: _____ **Urgent Telephone #:** _____

1) Theatre Facility: Lowell Lecture Hall (cap:352): _____
Other: _____ Capacity: _____ Address: _____

2) Theatre Configuration: General Admission _____ Reserved Seating (by special arrangement only) _____

3) Event Title _____

Ticket Format:

Producer: _____

Presents or Title: _____

Title: _____

4) Day, Date, and Time of Performance(s):

Day _____	Date _____	Time _____
Day _____	Date _____	Time _____
Day _____	Date _____	Time _____
Day _____	Date _____	Time _____
Day _____	Date _____	Time _____
Day _____	Date _____	Time _____

5) Brief Description of Event: email to govostes@fas.harvard.edu

Estimated Running Time: _____ **Late Seating:** _____

Intermission(s): _____ **On Sale Date:** _____

6) Ticket Prices: Full Price: \$ _____ /\$ _____ /\$ _____ /\$ _____
 Discounts: Students: \$ _____ Senior Citizens: \$ _____ Harvard ID Holders \$ _____
 Other Discounts: \$ _____
 Coupons/vouchers: _____ coupons/vouchers must be submitted to the Box Office before distribution to the public.
 Harvard ID Only? Yes No (circle one)

7) Free events: Yes / No (circle one)
 If YES, Advance Ticket Distribution or Re-entry Pass Distribution (circle one)
 If advance ticket distribution is selected - Limit of _____ tickets per person.
 Tickets Valid until: _____

**8) Student Event Approval. Your event must be approved or tickets cannot be sold for it.
 Your event, on or off-campus, must be registered with the Student Activities Office/Office of the Dean.
 To register your event, contact
 Haining Gouinlock -Program Coordinator for Student Events and Activities
 University Hall Ground Floor South, Cambridge, MA 02138
 617 495-1528
 gouinloc@fas.harvard.edu**

Has your event been approved? Yes No
Please forward your event confirmation email to govostes@fas.harvard.edu

9) Held Seats:

Producer House: _____	V.I.P.s: _____
Press: _____	Ushers: _____
Production Staff: _____	Performers: _____
Black Out: _____	Other: _____

For sound, lighting and video equipment, poles, etc.

10) Internet Sales:

Do you want tickets sold on the Harvard Box Office website? **Yes No**

11) Other Ticket Outlets:

Do you want to have tickets printed on consignment? **Yes No**

If yes, how many tickets do you want at what price? _____

The producer or ticket manager will be responsible for coordinating ticket sales between The Harvard Box Office and all other outlets. List below name and telephone for any other outlets, where advance sale tickets will be available for this event.

12) Authorized Signature: _____

REMINDER: The Harvard Box Office telephone numbers (617-496-2222 and TTY 495-1642) must appear prominently in all advertising by the organization. The size and prominence of the telephone number must be similar if not greater than all other information regarding ticketing.

Please return the completed form to: Jason Govostes
 The Harvard Box Office
 74 Mt. Auburn Street, Harvard University
 Cambridge, MA 02138
 PHONE: (617) 496-6091 FAX: (617) 496-6094 E-mail: govostes@fas.harvard.edu