

PRODUCTION INFORMATION SHEET

THIS FORM MUST BE COMPLETED AND FILED TWO WEEKS BEFORE PERFORMANCE
AND/OR BEFORE REHEARSAL SPACE WILL BE GRANTED.

IF YOU HAVE SPECIAL REHEARSAL OR PERFORMANCE NEEDS OR PLANS,
PLEASE DISCUSS THEM WITH CHRIS VIKLUND (CHRIS_VIKLUND@HARVARD.EDU) IN ADVANCE.

Producing Organization: HRDC A.R.T. Institute A.R.T.
 Other (specify) : _____

Performance Location: Experimental Theatre Mainstage (proscenium)
 Zero Church Street Mainstage (thrust)
 Other (specify) : _____

Type of Project: HRDC Mainstage HRDC Ex (regular budget)
 Institute Production HRDC Ex (pre/post season)
 Other (specify) : _____

Title _____

Playwright _____

Adaptor/Translator/Composer _____

Holder of Rights _____

	Name	Phone (pref. cell)	E-Mail
Producer	_____	_____	_____
Director	_____	_____	_____
Stage Manager	_____	_____	_____
Technical Director	_____	_____	_____
HRDC Board Rep.	_____	_____	_____

Estimated Duration of Performances: _____ Intermission? Yes No

Estimated Seating Capacity: _____ Will you use a piano? Yes No

Load-in Date : _____ Strike Date : _____

Performance Dates & Times :

IMPORTANT: The mainstage curtain times are at 7:30pm, with the exception of Friday and Saturday nights. Friday and Saturday evenings are at 8:00pm and all matinees are at 2:00pm. Performance times in the Ex are generally at 7:30pm and 2:30pm. See Chris Viklund ASAP with questions or if you would like to hold different curtain times.

Date	Time(s)

Date	Time(s)

Date	Time(s)

Initial Submission Update / Correction

Completed By _____ Approval _____
Date _____ Date _____