PRODUCER’S HANDBOOK

Guidelines and Policies
For Non-Harvard Affiliates
STAFF

ADMINISTRATIVE OFFICE

Raymond C. Traietti  traietti@fas.harvard.edu  617.495.0634  Director
Ruth A. Polleys  polleys@fas.harvard.edu  617.496.6391  Program Manager
Jessalyn Smith  memhall@fas.harvard.edu  617.496.4595  Program and Administrative Associate

Tina Bowen  bowen2@fas.harvard.edu  617.495.5595  Production Manager
Han Huling  hhuling@fas.harvard.edu  617.495.5595  Production Services Coordinator
Jonathan Salz  jsalz@fas.harvard.edu  617.495.5595  Production Coordinator
Maureen Lane  maureenlane@fas.harvard.edu  617.495.5595  Production Associate

General Information  memhall@fas.harvard.edu  617.496.4595
Administrative Fax  617.495.2420
Administrative web site  http://www.fas.harvard.edu/memhall

HARVARD BOX OFFICE

Jason Govostes  govostes@fas.harvard.edu  617.496.6091  Harvard Box Office Manager
Ari Shvartsman  ashvartsman@fas.harvard.edu  617.496.6093  Manager of Student Ticketing Services
Bob Bartosch  bartosch@fas.harvard.edu  617.496.6092  Senior Box Office Associate
Erica Brown  ericabrown@fas.harvard.edu  617.496.5757  Box Office Associate
Michael Van Devere  devere@fas.harvard.edu  617.496.5757  Box Office Associate
Katheryn Daugherty  kdaugherty@fas.harvard.edu  617.496.5757  Box Office Sales Assistant
Harvard Box Office  617.496.2222
Box Office Fax  617.496.6094
Calendar of Events web site  http://www.boxoffice.harvard.edu
# Table of Contents

## Staff

WELCOME TO SANDERS THEATRE

SECTION ONE: RENTING SANDERS THEATRE

RESERVATION PROCEDURES

INSURANCE REQUIREMENTS

CANCELLATIONS

EMERGENCIES

ACCESSIBILITY INFORMATION

VIRAL PANDEMIC REQUIREMENTS

SECTION TWO: PRODUCTION & TECHNICAL INFORMATION

PRODUCTION GENERAL INFORMATION

FACILITY INFORMATION

VIDEO & AUDIO PRESENTATION, RECORDING AND BROADCASTING

AUDIO/VISUAL SPECIFICATIONS

LIGHTING SYSTEMS

POWER AND STAGE LIGHTING CONTROL DIAGRAM

HOUSE MANAGEMENT

EVENT TIME LINE

EVENT POLICIES

SECTION THREE: THE HARVARD BOX OFFICE

BOX OFFICE GENERAL INFORMATION

PROCEDURES FOR PUTTING AN EVENT ON SALE

BOX OFFICE PAYMENT TO PRODUCERS

GENERAL/FREE ADMISSION

OBSTRUCTED & PARTIAL VIEW SEATING

VENDORS

VENDOR INSURANCE

PREFERRED VENDORS

PARKING

DIRECTIONS

PATRON INFORMATION TO BE INCLUDED IN PROGRAMS

WEB RESOURCES

FORMS AVAILABLE ON THE WEB: http://www.fas.harvard.edu/~memhall/usage.html

- PRODUCTION DETAILS FORM
- STAGE GROUND PLAN
- RECORDING AUTHORIZATION FORM
- VENDOR’S LICENSE FORM
- SEATING CHART AND OTHERS
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 1,000 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 3:00PM—and occasionally later—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 a 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 access period, doors open to doors closed. 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. Longer periods may incur additional charges. Additional charges for services are deducted from box office revenue, or invoiced, due and payable immediately.

SCHEDULING TIMELINE

Scheduling of Sanders Theatre begins each fall for the subsequent academic year (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. All requests must be in writing. E-mail requests are preferred. memhall@fas.harvard.edu

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(s), including alternates
- details about the nature of the event, including whether a piano is needed, number of performers, technical requirements, expected audience, etc.
- note whether the event will be recorded, the type of recording and purpose (archival, broadcast, distribution)
- note any special needs for dressing room or hospitality space; understand that space is limited and not all requests may be able to be accommodated

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

Special note regarding nudity: Sanders Theatre serves primarily as a lecture and concert facility. Our Entertainment License from the City of Cambridge does not encompass nudity.

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

The Program Manager will send a confirmation communication indicating the date is being “held.” Accompanying materials will include a licensing agreement, Producer’s Handbook, Production Details 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) along with a signed contract. 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 license fee; 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 the contract with the appropriate deposit/payment to the Memorial/Lowell Hall Complex. Payment in the form of a check drawn from the organization’s account, payable to Harvard University, should be mailed to the attention of the Program Manager. A copy of the contract, counter-signed by a Memorial Hall/Lowell Hall Complex representative, will be sent back to the producing organization.

NOTE: personal checks written on behalf of contracts licensed to non-profit organizations, corporations, or other business entities are not accepted.

PRODUCTION AND BOX OFFICE INFORMATION

The Producer will fill out the Production Details Form, forward it to the Production Office. They will also contact the Harvard Box Office regarding ticketing and completing the Ticketing Details Form.

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. Rehearsal requests should be submitted with event date requests. Any delay in scheduling rehearsals lessens the likelihood of Sanders Theatre availability during the necessary/appropriate time periods.

SPECIAL NOTE REGARDING QUESTIONS RE: ALTERATIONS TO THE VENUE

Sanders Theatre is rented “as is.” Alterations to the stage or building are not permitted, including any changes to the permanent stage risers, the marble statues flanking the stage, the seating benches, and any/all venue fixtures. All proposed set pieces, props, banners, signage, and any instruments and/or equipment brought into the space for events or rehearsals must be reviewed and approved by the Production Manager no less than two weeks in advance of the contracted date.
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 document specifies the types of insurance required and states the following requirements:

- (a) a fully paid Commercial General Liability insurance policy, alone or in combination with umbrella liability insurance, with limits of not less than $1,000,000 per occurrence and an annual aggregate limit of at least $2,000,000 with respect to bodily injury, personal injury, and property damage and,

- if any occupant or participant in the Program is under the age of 18, a limit of at least $100,000 per person for sexual molestation; (b) Workers’ Compensation insurance with statutory limits in accordance with applicable laws; and (c) if the Program is subject to Massachusetts Department of Public Health at 105 C.M.R. 430.000 et seq., “Minimum Sanitation and Safety Standards for Recreational Operators for Children”, Camper Accident and Health coverage with limits of $25,000 accident medical expense (benefit period of 52 weeks), and $5,000 accidental death & dismemberment coverage.

- All policies shall be issued by insurance companies authorized to provide that class of insurance in the Commonwealth of Massachusetts with a minimum rating of A: IX by A.M. Best & Company.

- A certificate for each such policy shall be delivered to the Program Manager via email attachment or mail at least one week prior to the first time of use. The insurance policy or policies shall not be cancelable except upon the insurer’s twenty days’ prior written notice to Program Manager and shall be subject to Harvard’s and Memorial Hall / Lowell Hall Complex’s satisfaction.

CANCELLATIONS

<table>
<thead>
<tr>
<th>WITHIN 60 DAYS OF THE EVENT DATE</th>
<th>The Producer will be billed for the balance of the rental fee plus any other costs associated with the reservation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>61+ DAYS BEFORE THE EVENT DATE</td>
<td>One of the following rental fee refund policies will apply:</td>
</tr>
<tr>
<td></td>
<td>If the theatre is not booked by another organization for the date in question: 0% refund of the 50% deposit.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
EMERGENCIES

BUILDING EMERGENCIES

The Memorial Hall Director, Program Manager, Production 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 their 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.

The Producers decision to cancel a performance must be communicated to the Harvard Box Office Manager by 12 noon on the day of the event.

If an event is cancelled by the Producer, all handling fees will be refunded to patrons along with the ticket price, and those refunded fees will be billed to the producer. Additional fees may be charged. See Box Office section, page 26, for more details.
ACCESSIBILITY INFORMATION

WHEELCHAIR ACCESS TO MEMORIAL HALL

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.

WHEELCHAIR ACCESS TO SANDERS THEATRE’S STAGE

The Sanders Theatre stage may be accessed by a wheelchair lift located stage right that moves from the 1st floor level to the top riser of the Sanders stage. If access is needed to the main floor area of the stage, a ramp will be installed before the start of the use period and must remain in place for the duration of the event or rehearsal. Contact the Production Team in advance to arrange to have the stage ramp installed.

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.

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

ASSISTIVE LISTENING DEVICE
<table>
<thead>
<tr>
<th>IN CASE OF A PANDEMIC EMERGENCY</th>
<th>Pandemic requirements may be enacted if municipal entities declare pandemic conditions. The following policies may be put into place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASKING AND SOCIAL DISTANCING PROTOCOLS</td>
<td>All event attendees may be encouraged to wear masks. Licensee may be asked to include this requirement in any advertising/publications/posters, including Harvard Box Office communication for ticket purchasers. If a patron prefers to wear a mask, Memorial Hall staff will have a supply available on demand. In addition, patrons may be asked to self-attest to their health status (e.g. no symptoms or recent exposure to others with COVID-19 or another virus.) Signage at Memorial Hall entries may be created and installed by Memorial Hall staff to remind patrons of these requirements. Performers may be required to perform masked or unmasked, pending conditions. Unmasked performers may be asked to maintain a distance of 6 feet from the audience. In this instance, the first two rows of the orchestra section may be off-line and removed from the ticketing inventory. Staff, employees, volunteers, vendors, and other invitees of producing organization may be asked to wear masks when in Sanders Theatre and in other areas of Memorial Hall.</td>
</tr>
<tr>
<td>COVID-19 VACCINE/TESTING</td>
<td>Memorial Hall staff will no longer be conducting checks for proof of COVID-19 vaccine or testing results. All visitors to the Harvard University campus—including audience members—are strongly encouraged to be vaccinated. Performer/participants and staff/volunteers/invitees of the producing organization may be asked to self-attest regarding current health and absence of symptoms or recent exposure to others with COVID-19 or another identified virus. Vaccination policies requiring up-to-date vaccines other than for specific exempt persons may need to be enacted.</td>
</tr>
<tr>
<td>FRONT OF HOUSE NOTES</td>
<td>The producing organization may be required to make Sanders Theatre available to Memorial Hall staff one hour prior to the start time of the event. All rehearsals and sound checks should be completed, and performer belongings removed from the theatre before that time. Opening the house early prevents a crowding situation in the Memorial Hall Transept. Pandemic conditions may prohibit the sale of food and drink to attendees.</td>
</tr>
<tr>
<td>CANCELLATION</td>
<td>If cancellation is initiated by the producing organization, contracted fees will apply as outlined on the license agreement. Transaction fees for the processing of credit card payments handled by the Harvard Box Office, and ticketing handling fees will be charged to Licensee for cancelled performance(s). Harvard Box Office will provide an invoice for these charges and payment terms shall be arranged by mutual agreement. Box Office staff will contact patrons via email as soon as cancellation is announced. This communication will offer patrons a full refund, as well as any information about a rescheduled date, if applicable. Harvard Box Office shall supply to the producing organization a list of all patrons that received a refund.</td>
</tr>
</tbody>
</table>
II: PRODUCTION & TECHNICAL INFORMATION

PRODUCTION GENERAL INFORMATION

PRODUCTION DETAILS FORM
The Sanders Theatre Production Details Form must be submitted to the Production office four weeks before the event date. The Production Details 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 Production Details Form is available on-line at:
http://www.fas.harvard.edu/~memhall/usage.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.
### GENERAL POLICIES
Please note the following items and practices are NOT permitted in Memorial Hall:
- open flame or pyrotechnics
- helium balloons
- animals
- smoking
- air cannons, e.g. t-shirt launchers or launching devices of any kind
- 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](http://www.fas.harvard.edu/~memhall/usage.html) provided with this guide, or online: http://www.fas.harvard.edu/~memhall/usage.html

### 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 Production Details 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 Technical Services. 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 Production Details 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.
<table>
<thead>
<tr>
<th><strong>VIDEO &amp; AUDIO PRESENTATION, RECORDING AND BROADCASTING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EQUIPMENT LOCATIONS</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>FILM/VIDEO PROJECTION</strong></td>
</tr>
<tr>
<td><strong>PRESS TAPING</strong></td>
</tr>
<tr>
<td><strong>AUDIO/VIDEO RECORDING AUTHORIZATION</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>VIDEO/AUDIO RECORDING/INTERNETBROADCAST AUTHORIZATION</strong></td>
</tr>
</tbody>
</table>
AUDIENCE SPECIFICATIONS

AUDIENCE SYSTEM

Audience seating is arranged in two sections: the main hall and the mezzanine level. Both sections are equipped with comfortable seats and backrests.

The main hall seating consists of 300 seats with a center aisle. The mezzanine level accommodates 100 guests and is accessible via stairs and an elevator.

Both sections have ample legroom and are well-lit. A variety of refreshments are available at the front entrance of the theater.

AUDIENCE SYSTEM COMPONENTS

- Main hall seating: 300 seats
- Mezzanine seating: 100 seats
- Center aisle
- Accessible seating
- Ample legroom
- Well-lit environment
- Refreshments available at front entrance
**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 & 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**

- Five 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:

<table>
<thead>
<tr>
<th>Circuits</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>28-44</td>
<td>Distributed throughout the Lighting Gallery</td>
</tr>
<tr>
<td>45-48</td>
<td>Choir Loft</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Instruments</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC Source 4 Ellipsoidal 19 degree</td>
<td>6</td>
</tr>
<tr>
<td>ETC Source 4 Par MCM</td>
<td>22</td>
</tr>
</tbody>
</table>

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
APS 7 Feb. 1997
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/House Manager on the day of the event. The Theatre/House 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/House Manager assembles the house staff and prepares the theatre for opening. During the performance, the Theatre/House Manager responds to patron issues regarding seating, building concerns and safety. The Theatre/House 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/House 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/House 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/House 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 Production Details 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

- The Theatre/House 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

- Ushers handle late seating according to the established procedure.
- The ushers handle most patron issues. The Theatre/House 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/House Manager and the Stage Manager determine intermission end. Patrons are informed by flashing lights and a call chime.

#### POST EVENT

- The Producer’s representative oversees removal of transept displays and materials. The Theatre/House 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/House 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

### PROGRAMES & 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

Producers who print the Sanders Theatre Emergency Exit Plan in their programs will receive a $50 credit toward outstanding rent or fees.

The [Sanders Theatre Emergency Exit Plan](#) is available on p. 34, as well as in PDF and other formats upon request. Boiler plate information regarding the venue, lost and found, etc., is supplied but not required.

### SAFETY ANNOUNCEMENT

The Theatre/House 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/House 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 Production Details 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 Production Details 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

**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](http://www.fas.harvard.edu/memhall/vendorreq.html) for contact information. Speak to the Production staff to request permission to use other catering vendors.

For events where alcohol will be served, Harvard’s Crimson Catering must be secured to perform bartender service. If Crimson Catering is not available, alcohol may not be served.

**ALCOHOL LICENSE**

In coordination with Crimson Catering, an Alcohol License is needed from the City of Cambridge License Commission. A copy of the [Alcohol License form](http://www.fas.harvard.edu/memhall/usage.html) with step-by-step instructions is available on-line at http://www.fas.harvard.edu/memhall/usage.html.

**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 one month.

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

Smith Campus Center (formerly Holyoke Center)
1350 Massachusetts Avenue, Cambridge MA 02138
Hours: 12PM-6PM, Tuesday through Saturday

Sanders Theatre at Memorial Hall
45 Quincy Street, Cambridge MA 02138
Open on performance days only, two hours prior to the scheduled event/performance start time.
Closed one half hour after scheduled start 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.

**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
- 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. Only one 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.

SPECIAL NOTE

Producers must allocate a minimum of 10% of the available seating capacity of Sanders Theatre for sale through the Harvard Box Office. The box office can assist in this process and provide an Allocation Form for communicating reserved seating locations.

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.

STEP 2:  
PRICE THE HOUSE, DETERMINE “ HOLDS”, & ALLOCATE TICKETS FOR SALE

Producers are strongly encouraged to arrange a site visit in order to determine 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. Details will be outlined on the Ticketing Requirements Form.

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 1000 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 hold locations for wheelchairs and one companion seat, according to the seating chart.

We strongly encourage producers to select one of several “comfort seating” options, removing selected seats from sale 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, 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.boxoffice.harvard.edu. 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.
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 to the producer. 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

Producers are to issue no more than 1000 tickets for general admission for “free” events in Sanders Theatre, including seating required for performers, staff, press, and/or complimentary tickets.

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.

More details regarding free events will be determined based on event specifics. Harvard Box Office Management must review/approve all distribution time frames and plans.

PERFORMANCE CANCELLATION OR RESCHEDULING

The Producer’s decision to cancel a performance must be communicated to the Harvard Box Office Manager prior to 12pm on the day of the event. This will enable Box Office staff to provide complete and consistent information to the public when opening at noon.

The Producer will provide exact language to explain the reason for the cancellation. The Box Office will make every attempt to contact patrons to inform them of the cancellation. These efforts include posting the information on the Harvard Box Office website and voice calendars, responding to customer inquiries by telephone and email, and contacting patrons through email blast or by telephone.

The Producer will determine which of the options below apply to the cancelled event and notify the Box Office Manager when announcing the cancellation:

a) Performance cancelled: All patrons to be refunded (allow up to 14 days to process)

b) Performance cancelled/rescheduled with original tickets honored on the rescheduled date; refunds issued to patrons who are unable to attend new date

c) Multi-performance run: Patrons may exchange into a future performance, allowing a minimum of 24 hours to process these requests

d) Patrons wishing to donate tickets will send original tickets to the producer for donation receipt. If tickets have been held for pickup, the Harvard Box Office will mail tickets to the patron for donation processing.

NOTE: If an event is cancelled by the Producer, all handling fees will be refunded to the patrons. The total amount of refunded fees will be billed to the Producer or deducted from payments due to the Producer. Producers will also be responsible for reimbursing the Harvard Box Office for any credit card processing fees associated with the event. Additional box office fees may be charged to cover the cost of contacting patrons and processing refunds.
**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.

<table>
<thead>
<tr>
<th>OBSTRUCTED VIEW - POLES</th>
<th>Mezzanine B</th>
<th>Row F  seat # 5, 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 15 SEATS</td>
<td>Mezzanine C</td>
<td>Row F  seat # 5, 6, 13</td>
</tr>
<tr>
<td>(seated behind a 6” wide pole)</td>
<td>Mezzanine D</td>
<td>Row F  seat # 1, 7, 8, 14</td>
</tr>
<tr>
<td></td>
<td>Mezzanine E</td>
<td>Row F  seat # 5, 6, 13</td>
</tr>
<tr>
<td></td>
<td>Mezzanine F</td>
<td>Row F  seat # 5, 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OBSTRUCTED VIEW – MEZZANINE EXTREME SIDES – 12 SEATS</th>
<th>Mezzanine A</th>
<th>Row A  seat # 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mezzanine A</td>
<td>Row B  seat # 6</td>
</tr>
<tr>
<td></td>
<td>Mezzanine A</td>
<td>Row C  seat # 5, 6</td>
</tr>
<tr>
<td></td>
<td>Mezzanine A</td>
<td>Row D  seat # 5, 6</td>
</tr>
<tr>
<td></td>
<td>Mezzanine G</td>
<td>Row A  seat # 6</td>
</tr>
<tr>
<td></td>
<td>Mezzanine G</td>
<td>Row B  seat # 6</td>
</tr>
<tr>
<td></td>
<td>Mezzanine G</td>
<td>Row C  seat # 5, 6</td>
</tr>
<tr>
<td></td>
<td>Mezzanine G</td>
<td>Row D  seat # 5, 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OBSTRUCTED VIEW – BALCONCY EXTREME SIDES – 10 SEATS</th>
<th>Balcony A</th>
<th>Row AA  seat # 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balcony A</td>
<td>Row BB  seat # 10</td>
</tr>
<tr>
<td></td>
<td>Balcony A</td>
<td>Row CC  seat # 10</td>
</tr>
<tr>
<td></td>
<td>Balcony A</td>
<td>Row DD  seat # 4</td>
</tr>
<tr>
<td></td>
<td>Balcony A</td>
<td>Row EE  seat # 4</td>
</tr>
<tr>
<td></td>
<td>Balcony G</td>
<td>Row AA  seat # 10</td>
</tr>
<tr>
<td></td>
<td>Balcony G</td>
<td>Row BB  seat # 10</td>
</tr>
<tr>
<td></td>
<td>Balcony G</td>
<td>Row CC  seat # 10</td>
</tr>
<tr>
<td></td>
<td>Balcony G</td>
<td>Row DD  seat # 4</td>
</tr>
<tr>
<td></td>
<td>Balcony G</td>
<td>Row EE  seat # 4</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>PARTIAL VIEW - MEZZANINE EXTREME SIDES - 40 SEATS</th>
<th>Mezzanine A</th>
<th>remaining seats in section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mezzanine G</td>
<td>remaining seats in section</td>
</tr>
<tr>
<td>(view of stage limited by side walls)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTIAL VIEW – BALCONY EXTREME SIDES - 116 SEATS</th>
<th>Balcony A</th>
<th>remaining seats in section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balcony B</td>
<td>Rows AA &amp; BB (obstructed by balcony railing)</td>
</tr>
<tr>
<td></td>
<td>Balcony F</td>
<td>Rows AA &amp; BB (obstructed by balcony railing)</td>
</tr>
<tr>
<td></td>
<td>Balcony G</td>
<td>remaining seats in section</td>
</tr>
<tr>
<td>(view of stage limited by side walls)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UNCOMFORTABLE SEAT**

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

| Mezzanine D | Row E | seat # 7 |
The Box Office Requirements Form lists three options for Comfort Seating, which we strongly recommend based on an analysis conducted in 2013 investigating the “sit room” on each bench. This study identified a few locations that are consistently problematic, with less than 16 inches per patron on the bench. Therefore, we recommend removing 12 specific seats from these areas at minimum. Below are the details for the three Comfort Seating options:

**OPTION 1**

**CRITICAL NEED/ MINIMAL LOSS OF SEATS**
(rows that continue to be a problem and provide less seating per location)

Adjusted Capacity: 1153 (12 seats held)

Seats held:
Orchestra
Row C 8 & 11, Row D 8 & 11, Row G 6
Mezzanine
Section B Row F 5, Section C Row F 13, Section C Row C 10,
Section D Row F 14, Section E Row F 13, Section E Row C 10,
Section F Row F 5

**OPTION 2**

**ORCHESTRA AND MEZZANINE SECTIONS ONLY**

Adjusted Capacity: 1101 (64 seats held)

Seats held:
Orchestra
Row A 9 & 12, Row B 9 & 12, Row C 8 & 11, Row D 8 & 11, Row E 13, Row F 14, Row G 6
Mezzanine
Section A: A6, B6, C6, D6
Section B: A6, B7, C8, D9, E10, F5, G12, H14, I15
Section C: A7, B8, C10, D11, E12, F13, G14, H15, I16
Section D: A9, B10, C11, D12, E13, F14, G15, H16, I16
Section E: A7, B8, C10, D11, E12, F13, G14, H15, I16
Section F: A6, C8, D9, E10, F5, G12, H14, I15
Section G: A6, B6, C6, D6

**OPTION 3**

**ORCHESTRA, MEZZANINE AND BALCONY SECTIONS**

Adjusted Capacity: 1066 (99 seats held)

Seats held: All seats listed in Option 2, plus 35 Balcony seats as below
Balcony
Section A: AA10, BB10, CC10, DD4, EE 4
Section B: AA12, BB13, CC14, DD15, EE16
Section C: AA12, BB13, CC14, DD15, EE16
Section D: AA14, BB15, CC16, DD17, EE18
Section E: AA12, BB13, CC14, DD15, EE16
Section F: AA12, BB13, CC14, DD15, EE16
Section G: AA10, BB10, CC10, DD4, EE4
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.
The following vendors have a history of working in Memorial Hall/Lowell Hall Complex. Memorial Hall/ Harvard University assumes no liability for the quality of work provided. Producers enlist the services of these vendors at their own risk. Please contact the Production Office at: 617-495-5595 or memprod@fas.harvard.edu regarding vendors not listed here.

**AUDIO RECORDING**
- Antonio Oliart  617.300.2362
- Frank Cunningham  781.641.1905
- Tom Stephenson  617.266.3210  jsbwam@mac.com

**AUDIO REINFORCEMENT**
- Klondike Sound  413.772.2900  [www.klondikesound.com](http://www.klondikesound.com)
- Rosewood Sound, Mark Fitzgerald  315.472.6450  [www.rosewoodsound.com](http://www.rosewoodsound.com)
- Terry Hanley Audio  781.932.5300  [www.terryhanleyaudio.com](http://www.terryhanleyaudio.com)
- Wellspring Sound, Eric Kilburn  978.621.0292  [www.wellspringsound.com](http://www.wellspringsound.com)

**CATERING**
- Crimson Catering  617.496.6000  [www.catering.harvard.edu](http://www.catering.harvard.edu)
- Pedro Morales  617.417.2524

**EVENT EQUIPMENT**
- Interstate Rental Service  617.522.6200  [www.interstaterentalservice.com](http://www.interstaterentalservice.com)
- Peak Event Services  833.888.7325  [www.peakservices.com](http://www.peakservices.com)
- Performance Platforms  978.562.0988  [www.performanceplatforms.com](http://www.performanceplatforms.com)
- United Staging & Rigging  781.376.9180  [www.unitedstaging.com](http://www.unitedstaging.com)

**EVENT PRODUCTION PROVIDING LIGHTING, SOUND, AND/OR VIDEO SERVICES**
- 4Wall Entertainment  781.961.3066  [www.4wall.com](http://www.4wall.com)
- AVFX  888.254.0770  [www.avfx.com](http://www.avfx.com)
- Boston Light & Sound  617.787.3131  [www.blsi.com](http://www.blsi.com)
- Harvard Education Support Services.  617.495.9460  ess@fas.harvard.edu
- High Output  781.364.1800  [www.highoutput.com](http://www.highoutput.com)
- Mass AV  781.270.0027  [www.massav.com](http://www.massav.com)
- Myrna Johnston Audio  617.522.8442  [www.mjaudio.com](http://www.mjaudio.com)
- Port Lighting Systems  1.800.982.7678  [www.portlighting.com](http://www.portlighting.com)
- Stinger Staging, Chaz Loews  617.750.8001  [www.stingerstaging.com](http://www.stingerstaging.com)

**LIGHTING DESIGNERS**
- Dan Jentzen  585.356.2313  djentzen@gmail.com
- Holly Gettings  617.864.0227  hgl1@aol.com
- Jeff Adelberg  617.835.7525  jeffadelberg@gmail.com

**PERCUSSION RENTALS**
- 247Drums Boston  617.312.7090  [www.247drums.myshopify.com](http://www.247drums.myshopify.com)
- Bergsten Music  781.740.6600  [www.bergstenmusic.com](http://www.bergstenmusic.com)
- Boston Percussion Rentals  617.657.9956  [www.bostonpercussionrentals.com](http://www.bostonpercussionrentals.com)
- Guitar Center  617.450.4311  [www.guitarcenter.com](http://www.guitarcenter.com)
- New England Rentals  508.533.0220  myjblu@gmail.com
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, or the 52 Oxford Street garage. 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 parking arrangements.

Please make every effort to inform patrons of available 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 efforts to reduce traffic congestion, urges producing organizations to emphasize 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.

FROM THE AIRPORT

From Terminal E take the Silver line Sl 1 to South Station. Take the Red Line in the direction of Alewife to "Harvard". Allow approximately 50 minutes for the subway portion of the trip.
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 on Massachusetts Ave. Stay in the middle lane.
At the next light (Harvard Yard on 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; drop off only.)
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 THE AIRPORT

Head southeast from the airport to I-90 West to exit 20 (Brighton/Cambridge) Toll road
Keep right at the fork to continue toward Cambridge St
Keep right at the fork again, follow signs for Cambridge/Somerville
Turn left onto Memorial Drive
Turn right onto John F. Kennedy St
Harvard Square is approximately ½ mile straight ahead.

*SPECIAL NOTE RE: LARGE VEHICLES

Storrow Drive’s overpass height limits do not accommodate some vehicles. 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.
ALL EVENT PROGRAMS MUST INCLUDE THE EMERGENCY EXIT DIAGRAM, PER MASSACHUSETTS STATE LAW:

Sanders Theatre Exit Plan
For your safety, please note the location of the nearest emergency exit.
SANDERS THEATRE INFORMATION

Sanders Theatre is managed by
Memorial Hall/Lowell Hall Complex at Harvard University
45 Quincy Street, Room 027, Cambridge, MA 02138
T 617.496.4595 | F 617.495.2420 | memhall@fas.harvard.edu

For history of the building, visit www.fas.harvard.edu/memhall

RESTROOMS are located on the lower level.

LATECOMERS will be seated at the discretion of management.

PHOTOGRAPHY AND RECORDING of any kind is not permitted in Sanders Theatre. Equipment may be confiscated.

LOSED AND FOUND Call 617.496.4595 or visit Memorial Hall 027. Harvard University is not responsible for lost or stolen property.

PARKING
There is no parking at Sanders Theatre.

Free parking for most events is available at Broadway Garage, corner of Broadway and Felton Street, from one hour pre-performance to one hour post-performance. Parking for some student events will be at 52 Oxford Street Garage.

ACCESS FOR PATRONS WITH DISABILITIES
Accessible seating can be arranged through the Harvard Box Office.

Sanders Theatre is equipped with Assistive Listening Devices, available 30 minutes prior to events.

Parking for disabled patrons:
Limited accessible parking is available at Broadway Garage.
Contact University Disability Services for other locations. Call 617.495.1859 or email: disabilityservices@harvard.edu. Please allow 3 business days for response.

THE HARVARD BOX OFFICE

Advance Sales: Holyoke Center Arcade, Harvard Square
1350 Massachusetts Ave. 617.496.2222; TTY: 617.495.1642
www.boxoffice.harvard.edu for calendar and hours

Pre-Performance Sales: Sanders Theatre
On performance days only. Opens two prior to scheduled event start time.
Closes 30 minutes after scheduled start time.

[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

Production Details Form

http://www.fas.harvard.edu/~memhall/usage.html

Recording Authorization Form

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

Application for License to Broadcast

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

HARVARD BOX OFFICE

Box Office Requirements Form

Ticket Allocation Form

TIN Form

and publicity logos all available at:

http://www.boxoffice.harvard.edu/sandersproducerservices.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