



Office for the Arts at Harvard
Memorial Hall / Lowell Hall Complex

Lowell Lecture Hall

Event Handbook

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MISSION STATEMENT

The Memorial Hall/Lowell Hall Complex serves as both an essential gathering space and a core suite of services, dedicated to inspiring learning, creativity, and connection at Harvard University.

With a focus on collaborative leadership, compassionate service, and a commitment to artmaking, we foster intellectual exchange, access to artistic opportunities, and community engagement.

As a key entry point into Harvard's arts ecosystem, we provide a welcoming, accessible, and professionally managed environment where students, scholars, artists, and audiences can collaborate, create, and inspire. Through our exceptional programs, services, and historic facilities, we create a dynamic platform where ideas are shared, voices are heard, and communities come together.

Our mission is to provide support for, and host, moments that resonate, challenge, and connect.

STAFF

See ["Who to Contact"](#) for more information.

General Office Email: memhall@fas.harvard.edu

Office Number: (617) 496-4595

Office Hours: 10:00am – 6:00pm

MANAGEMENT

Andrew Gitchel (he/him), Director of the Memorial Hall/Lowell Hall Complex

Ted Sowa (he/him), Building Manager of Memorial Hall and Lowell Lecture Hall

PROGRAM TEAM

Ariana Molokwu (she/her), Program Manager

Jessalyn Smith (she/her), Program Coordinator

PRODUCTION TEAM

Susannah Baron (she/her), Production Manager

Han Huling (they/them), Production Services Coordinator

Jon Salz (he/him), Production Coordinator

Maureen Lane (she/her), Production Associate

Production Team Number: (617) 495-5595

Production Team Email: memprod@fas.harvard.edu

LOWELL LECTURE HALL INTRODUCTION

Lowell Lecture Hall commonly (referred to as Lowell or LLH) is a FAS classroom Monday through Friday, 8am to 3pm, scheduled by the FAS Registrar's Office. At other times, Lowell Lecture Hall is managed by the Memorial Hall/Lowell Hall Complex which is a part of the Office for the Arts at Harvard. Standing rehearsals, both faculty-conducted and student-led, are scheduled Monday through Thursday afternoons and evenings, Saturday mornings and all-day Sunday. Rehearsals are occasionally scheduled for Friday afternoons. Standing rehearsals are generally not moved. Events are scheduled Fridays and Saturdays during term time. In most cases, space access for Friday events will begin at 6pm, and 12pm for Saturday events. On selected dates, access may be another time which will be indicated on the application form.

EVENT CRITERIA

At its essence, the Office for the Arts champions artists—whether they are beginning or experienced. By supporting the development of students as artists and cultural stewards, the OFA works to enrich society and shape communities in which the arts are a vital part of life. All applications will be reviewed with this core value in mind.

Only officially recognized FAS student organizations may request event dates in Lowell Lecture Hall. Harvard College groups will be given priority over GSAS groups. We do not accept applications from non-FAS schools.

For Friday event dates, access granted 6pm – 12am. (1 show only starting no earlier than 8:00pm)

For Saturday event dates, access granted 12pm – 12am. (1 show assumed, 2 shows possible with approval)

The event must be appropriate for the venue and the production scope must be feasible. Events requiring numerous rehearsals, major technical support and/or complex set up are not appropriate. **Tech weeks are not available.** During the week of your event, you will have one assigned 2-3 hour tech rehearsal. Up to an additional 4 hours of rehearsal time within two weeks of your show may be scheduled. This time must be requested and will be given based on availability. On the day of your show, you are allotted access based on the day of your event (see above). This time is inclusive of setting up and breaking down of equipment. All activity in Lowell Hall must end by 11:45pm so that your group can vacate the building by midnight.

SCHEDULING CONSIDERATIONS

- OFA Sponsored Faculty-conducted groups presenting student group performances will be given scheduling priority. (*see note below*)
- Performance groups have scheduling priority over non-performance groups.
- Performance events involving Harvard student performers have scheduling priority over performance events involving non-Harvard or non-student performers.
- Applications for non-performance events will be reviewed after all others.
- GSAS student group applications will be considered after all undergraduate student group applications are reviewed.

Note: In an effort to support a broad scope of student activities, a student organization's traditional access to other campus venues (i.e. Sanders Theatre, Paine Hall) may be a consideration during terms when the number of Lowell Hall event requests exceeds the available performance dates. In other words, a group with a performance scheduled in Sanders Theatre during a particular semester may not receive priority scheduling for Lowell Hall.

PERMITTED EVENTS

Events produced by DSO recognized student groups in Lowell Lecture Hall must be work created by Harvard students performed by Harvard Students. Collaborations are permitted but the focus of the event must be for and by Harvard Students.

APPLICATION PROCESS

Through an application process, DSO recognized student groups may apply for available fall term dates in the preceding spring, and spring term dates in the preceding fall. The timeline for this process will be posted on our [website](#). Applications will be reviewed after the deadline posted. Within the application, the available dates for events will be listed and you will be permitted to choose your 1st, 2nd, and 3rd choice for an event date.

The typical timeframe of the application is as follows: the application is open for at least 20 days, after which the application closes and the review period begins. Event date offer letters for are sent 2 weeks after the application closes. Groups must confirm their offered date 1 week after the offer letter is sent or the date may be given to another group.

After all applications submitted during the application period are reviewed, the form will reopen if there are any remaining event dates. Applications submitted during that time will be reviewed on a rolling basis. Email memhall@fas.harvard.edu with any questions regarding scheduling.

A particular date scheduled one year does not ensure the same date will be available or granted to the same group the following year. The aim is to support as many student groups as possible. Student groups may request a Lowell Hall event date for one Friday or one Saturday per semester. Lowell Hall dates granted to student groups are for one performance only. Proposals for two performances on a single day will be reviewed by the Memorial Hall Production Office on a case-by-case basis (prior history does not guarantee future approval). If access time is limited, multiple performances will not be approved.

WHAT TO EXPECT AFTER CONFIRMATION

LOWELL LECTURE HALL EVENT CHECKLISTS

Information about each meeting and process can be found in the “[Planning Your Event](#)” section.

PRE-EVENT

Due Date	Task	Done
At the start of the semester or 6 weeks prior to event	Contact the Memorial Hall Production Office to schedule a production meeting (<i>must occur at least 3 weeks prior to event</i>)	<input type="checkbox"/>
4 weeks prior to event	Submit Production Details Form to the Memorial Hall Production Office	<input type="checkbox"/>
3 weeks prior to event	Schedule House Management training with Memorial Hall Production Office (<i>must occur within 2 weeks of event</i>)	<input type="checkbox"/>
3 weeks prior to event	Schedule Lighting training with Memorial Hall Production Office (<i>must occur within 2 weeks of event</i>)	<input type="checkbox"/>
3 weeks prior to event	Schedule Sound training with Memorial Hall Production Office (<i>must occur within 2 weeks of event</i>)	<input type="checkbox"/>
At least 3 weeks prior to event	Contact the Harvard Box Office to schedule ticketing meeting	<input type="checkbox"/>
2-3 weeks prior to event	Submit Box Office Ticketing Requirements Form to the Harvard Box Office. <i>Ticket sales of any kind are prohibited until the production meeting has occurred.</i>	<input type="checkbox"/>
1-2 weeks prior to event	Schedule equipment pick up for technical rehearsals with the Memorial Hall Production Office (<i>will occur the week of event</i>)	<input type="checkbox"/>
Day of scheduled equipment pick up	Bring check for HUPD detail to the Memorial Hall Office (027). Budget \$258 per performance. <i>Confirm amount with the Memorial Hall Administrative office prior to writing the check.</i>	<input type="checkbox"/>
Day of event	Pick up the ticket packet containing unsold tickets and remaining will call orders from the box office in the Smith Campus Center.	<input type="checkbox"/>

POST-EVENT

Due Date	Task	Done
Monday post-event	Return equipment and keys to the Memorial Hall Production Office	<input type="checkbox"/>
1-week post-event	Submit Lowell Lecture Hall Event Report *	<input type="checkbox"/>

*Failure to complete the Lowell Lecture Hall Event Report may result in your group forfeiting the opportunity to apply for event dates during the first round of the application period of the subsequent semester and/or academic year.

PLANNING YOUR EVENT

GENERAL INFORMATION

See “[Guidelines for Space Usage](#)” for policies regarding the use of Lowell Lecture Hall.

WHO TO CONTACT

Scheduling/ space usage/ changing reservations/ general inquiries - Program Team (memhall@fas.harvard.edu)

Questions about equipment in the classrooms - Education Support Services (ess@fas.harvard.edu)

Questions about the equipment in LLH Main Hall - Production Team (memprod@fas.harvard.edu)

Non-Urgent Building Issues - General Office Email (memhall@fas.harvard.edu)

Urgent Building Issues - Harvard Control Center (617) 495-5560

EVENT CANCELCATION POLICY

- If an event date is offered and we do not receive confirmation by the deadline given, the event date will be given to another group.
- If a date is confirmed, then cancelled before the second Friday of the semester, your group cannot reapply for the current semester.
- If a date is confirmed, then cancelled after the second Friday of the semester, your group cannot reapply for current semester and forfeits the opportunity to apply for event dates during the initial application period and early weeks of a subsequent semester.

Rescheduling an Event

Rescheduling a confirmed event in Lowell Lecture Hall is permitted only if there are dates available and there is ample time for the change to be made. Our office will use our discretion to determine if an event can be rescheduled – if an event can't be rescheduled and the event is canceled; the above cancellation policy will take effect.

REHEARSALS

Recurring/One-off Rehearsals (no tech access):

Lowell Lecture Hall is used for standing weekly rehearsals for both faculty-conducted and student-led groups in the afternoon and evening Monday through Thursday, Saturday mornings, and all day on Sunday. Applications for recurring rehearsals in Lowell Lecture Hall and Memorial Hall 038 (dance space with mirrors and a baby grand piano) occur within the few weeks leading up to the beginning of the semester. Groups may be granted up to 2 hours of rehearsal time in either space based on availability. Additional time may be allotted if there is a need and if there is time available. If you are interested in joining our email list for notifications about these applications, please email memhall@fas.harvard.edu. Though the time is limited, requests from officially recognized student groups for ad hoc (one-off) usage may be considered – those requests can also be sent through email. For our rehearsals in our classrooms, requests can be made in advance via Roombook. Our Handbook detailing the guidelines for these reservation can be found [here](#).

Tech Rehearsals:

During a technical rehearsal, you are allowed access to our lighting and sound systems. During the week of your event, you will have one assigned 2-3 hour tech rehearsal. Up to an additional 4 hours of tech rehearsal time within two weeks of your show may be scheduled. This time must be requested and will be given based on availability.

Additional tech time will not be scheduled until lighting and sound trainings have been completed.

DRESSING ROOMS

5 Lowell Lecture Hall basement classrooms (B11, B12, B13, B14, B15) will be reserved during your event access time. These rooms can be used as dressing rooms or storage spaces during your event. You will be given a key to lock these classrooms to secure belongings during your event. If these rooms are also needed during your assigned tech/dress rehearsal, you may request this on the application, through Roombook, or through email (memhall@fas.harvard.edu).

ARRIVAL & DEPARTURE TIMES

Wednesday Tech Rehearsal - Access to Main Hall from 10:00pm – midnight

Thursday Tech Rehearsal - Access to Main Hall from 9:00pm – midnight

Friday Event Day - Access to the Main Hall and 5 basement classrooms from 6:00pm – midnight

Saturday Event Day - Access to the Main Hall and 5 basement classrooms from 12:00pm – midnight

ACCESS FOR PATRONS WITH DISABILITIES

- Lowell Lecture Hall is wheelchair accessible, including support spaces. There is a wheelchair ramp at the main entrance to the building. The elevator is to the left as you enter the building.
- All public restrooms are wheelchair accessible
- For information about parking for disabled patrons, please call (617) 495-1859.

AUDIO/VIDEO RECORDING

For Broadcast

Harvard Public Affairs and Communications (HPAC) and the Memorial Hall/Lowell Hall Production Team. Approval documentation must be returned to the Memorial Hall/Lowell Hall Production Team 2 weeks prior to the event or

permission to broadcast will not be granted. Camera locations and press seats must be arranged with the Harvard Box Office in advance. Any seats obstructed by camera locations should be removed from sale.

For Archival Purposes

Recording of a performance/event for archival purposes (not for broadcast/distribution/sale) is permitted in Lowell Lecture Hall. In the interest of public safety, and to comply with safety & fire codes, the following policy is in effect:

No one will be allowed to set up any video equipment in any aisle in Lowell Lecture Hall. 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, then no video shoot will be allowed.

LOWELL LECTURE HALL PRODUCTION PROCESS

Memorial Hall/Lowell Hall Complex Production Team – memprod@fas.harvard.edu

Completing the Memorial Hall Production Process is required in order to host an event in Lowell Lecture Hall. A member of the production team will walk you through the proper process of hosting an event and can answer any questions you may have. **Ticket sales of any kind are prohibited until a production meeting has occurred.**

COMPLETE / SUBMIT PRODUCTION FORMS - 1 month prior to event date

- Upon final booking of your event date, the Production Staff will contact you with information about your production process, timeline / list of steps to complete, and production forms that you will be required to fill out in order to provide relevant details for staff to review

PRODUCTION MEETING WITH PRODUCTION STAFF - 3 weeks prior to event date

- In this meeting you will review event details, receive guidance, and be able to ask any questions. Topics may include:
 - Reviewing event details and scope
 - Production Staff will review your production forms in advance, so please make sure to include as much detail as possible
 - Confirming team members with Production (main points of contact, House Manager, Lighting/Sound Technicians)
 - Scheduling House Manager, Sound / Lighting training as needed
 - Trainings must be scheduled for a date within one week of your event
 - Trainings must be completed annually (ex. if a team member has received the training in the past, they may still be required to complete a refresher training)
 - Arranging day-of Ushers as-needed
 - 4 to 12 student ushers may be helpful to assist with the guest entry / exit process.
 - The Production Team can advise on quantities based on the scope of the event.
 - Equipment delivery & storage
 - Discussing any elements you will need to bring into the space, possibilities/limitations for storage, and making a storage plan that adheres to building policies
- An additional follow-up meeting may be scheduled as needed.

TEAM TRAININGS (HOUSE MANAGER, LIGHTING, SOUND) - 1-2 weeks prior to event date

- **House Manager** - the required house management position is a non-performing member who will be responsible for the audience throughout the event. They are in charge of ticket collection, venue capacity, as well as audience safety and policy enforcement: no standing in aisles, everyone in a seat, making sure people exit safely if there's an emergency, no food/drink in the Lecture Hall, etc.
- **Lighting & Sound Technicians** - a non-performing member who will be responsible for running the lighting or sound equipment during the performance.
 - Completed training grants access to the lighting and sound systems. If your team is not able to complete this training, your group will not be permitted use of these systems.

EQUIPMENT & KEYS PICKUP, CHECK DROP-OFF - Within the week of your event date

- Pick-up of equipment, accessories and keys must be pre-arranged with the Production Department for the week of your event.

- Please be sure to bring along your check for security / building fees (no personal checks - bank check or check with group name on it)

POST-EVENT TASKS - *First business day following event date*

- Return equipment, accessories and keys (pre-arranged with the production department on the first business day following your event)
- Complete a short post-event report

HARVARD BOX OFFICE PROCESS

Ari Shvartsman, Manager of Operations and Student Ticketing Services - ashvartsman@fas.harvard.edu

All events that occur in Lowell Lecture Hall must be ticketed even if the event is free to the public. The Harvard Box Office (HBO) is here to facilitate this process. During your meeting with the HBO, you will confirm your event information and speak about ways that HBO can support you. There are a few deliverables that are needed by HBO in order to get your event online and ready for public viewing/purchasing. The form and other deliverables should be sent to Ari Shvartsman at least two weeks prior to the event date. Please allow 2 – 5 business days upon submission for ticketing setup to be completed. Ticket sales of any kind are prohibited until the production meeting has occurred, however, meeting with Ari and providing all deliverables earlier will result in a longer marketing and sales period for your event.

DELIVERABLES

- Completed and signed (digitally is fine) ticketing form:
https://ofa.fas.harvard.edu/sites/g/files/omnuum4081/files/makeart/files/requirements_lowell_0.pdf
 - Please list two contacts (phone & e-mail) as the ticket manager just in case one person is sick when it's time for the event. The ticket manager or their back-up will be required to pick up a packet from our box office in the Smith Campus Center, likely at 5PM on the day of the event. More on the pick-up schedule and what your ticket packet will entail closer to the performance date.
 - A physical ticket must be provided for every attendee at a student organized event at Lowell Lecture Hall even if the producing group sells the majority of tickets themselves through another ticketing vendor. If you decide that the box office will primarily only sell tickets for SEF requestors, you will need to get the remaining tickets pre-printed as consignments. These pre-printed tickets can then either be picked up by you in advance for in-person sales by the group or included in the packet you pick up from us. If you anticipate a smaller audience than LLH's max GA capacity of 352, we can agree to not print the entire house to save you a bit on printing fees.
 - If you are selling tickets through another ticketing vendor, you must provide us the link to your sales and confirm that you have set the maximum capacity to incorporate the allocation of tickets given to the HBO for SEF and Window Sales (see below).
 - Please note on the form if any tickets need to be set aside in a hold for seating VIPs, troubleshooting producer house seats (10 recommended), accounting for any special tech equipment (e.g. cameras) that block or take up seats, and any other purposes. Holds can be adjusted as needed, pending ticket availability.
- A brief event description. This is useful even if not selling online, so that our staff can answer any questions about the event.
- We will need four graphics to set up your article page for selling online via the HBO and an additional two graphics for the Harvard Gazette events calendar (to which we can submit the event on your behalf). Please use the exact dimensions we ask for as it is possible that image quality and legibility will be affected if we must resize the graphics you send us. PNG format is preferred.
 - **Calendar Logo:** 400 Pixels Wide, 291 Pixels Tall
 - **Desktop Banner:** 1175 Pixels Wide, 400 Pixels Tall
 - **Tablet Banner:** 750 Pixels Wide, 371 Pixels Tall
 - **Mobile Banner:** 750 Pixels Wide, 614 Pixels Tall
 - **Gazette:** 600 pixels wide by 600 pixels tall (accepts images up to 1200 by 1200 pixels)
 - **Gazette:** 600 pixels wide by 400 pixels tall (accepts images up to 900 by 600 pixels)

ADDITIONAL TICKETING CONSIDERATIONS

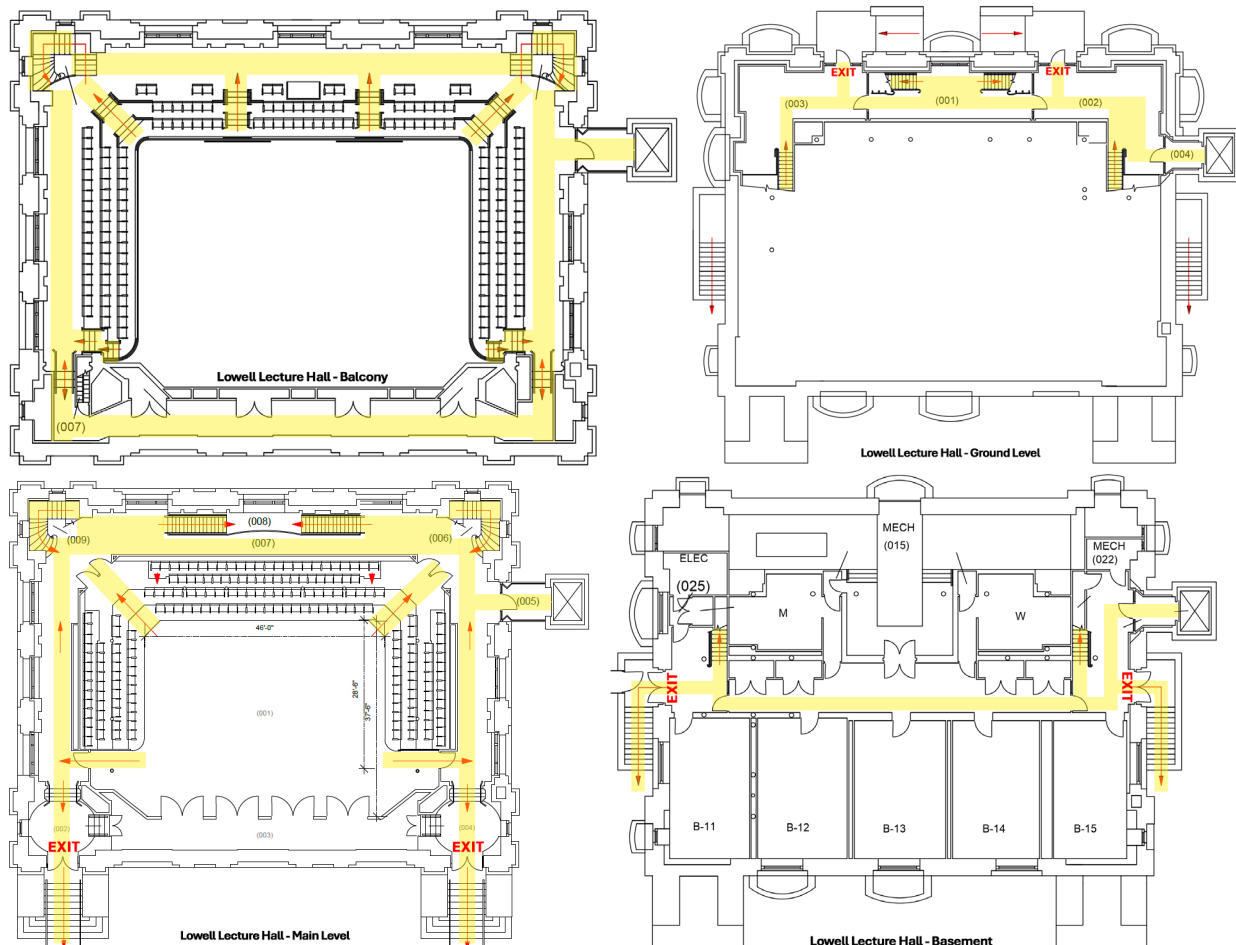
- If you are printing posters to advertise the event, please plan on dropping off 2-3 copies at our box office in the Smith Campus Center, which is open Tuesday-Saturday from 12p-6p.
- Please plan to find 2-3 volunteers to run will call and ticket sales at the door. Door sales / ticket pick up should be ready for patrons at least 30 minutes before the show begins. Having at least two people in charge of this will allow you to separate patrons buying tickets at the door from those who are just picking them up. A third person can assist with welcoming and directing people. You should plan to have one of these volunteers be posted at this station for at least 30 minutes after the show begins to assist with latecomers. If you are having trouble finding volunteers, we recommend reaching out to other student organizations and offering to run ticketing at their show in exchange for their help with yours.
- As a student group officially recognized by the Office for Student Engagement, your events automatically qualify for tickets to be available via SEF provided you follow the guidelines and responsibilities that program requires. We ask that you allocate at least 10% of the total venue capacity to the HBO for SEF-eligible students to request (35/352 for Lowell Lecture Hall). Eligible students have until 72 hours before an event starts to request a ticket and 24 hours before the event starts to cancel their requests.
- Payment for ticketing proceeds minus all box office fees can only be issued to a group's bank account, not to an individual's. If the box office fees exceed the ticketing revenue (e.g. if you are hosting a free event), the fees must be paid via a check made out to Harvard University before the end of the Spring semester.

SAFETY AND SECURITY

SAFETY

All egress paths and emergency exits must be clear of obstacles at all times.

Please see the Emergency Exit routes (red arrows) and egress paths (yellow highlighted areas) below:



There are exits on the Main Level, Ground Level, and Basement.

SECURITY

A security guard is required for events that occur at Lowell Lecture Hall. This security guard is there to monitor the ticket table where money may be exchanged and to be there to assist during emergencies. The cost of the security guard must be reimbursed to the Memorial Hall admin office before equipment for an event will be released. Budget **\$258** per performance. The exact cost of the security detail will be confirmed prior to the event.

GUIDELINES FOR SPACE USAGE

The full Memorial Hall/Lowell Hall Complex Handbook can be found [here](#).

GENERAL GUIDELINES

- Treat our spaces with respect
- Follow all campus policies and guidelines
- No doors within Lowell Lecture Hall are permitted to be propped or taped open.

CLASSROOMS

- If the tables in the classrooms are on wheels, you may move them around within the room. Everything must be returned back to its original state before leaving.
 - Furniture cannot be moved out of the rooms and should never block doors.
- Keep fire exits clear at all times.
- Pianos within rooms cannot be moved.
- Students should not congregate in the hallways. This causes egress restrictions and is a safety hazard.
- All trash must be cleaned up and discarded.
- Lowell Hall closes at 12:00 midnight – you must be out of the building before then and no later. Activity must end by 11:45pm to ensure adequate time is allotted to vacate the building.

COMMON AREAS

- Common areas may be used but may not be used on an exclusive basis unless it is requested and confirmed by our staff. Email memhall@fas.harvard.edu to inquire about this process. Include any information that you can provide regarding your request.
- Use of these spaces must be respectful and non-disruptive of other students who may be using the space.
- Tables and chairs must not be moved into pathways or in front of doorways. If moved within the lounge area, they must be returned before leaving.
- Any trash must be cleaned up and discarded.

LOWELL LECTURE HALL - MAIN HALL

- Equipment/furniture within the Hall is not to be removed under any circumstance
- **Unauthorized gatherings or events in the Hall are prohibited. This includes unauthorized open rehearsals.**
- Do not block fire exits.
- No food or drink other than bottled water.
- If additional chairs are needed, they are located in the back of the stage in the furthest closet to the right.
- The piano is stored in the back of the stage in the second closet in from the left – take care when moving the instrument as to not damage it.
- Any furniture that is moved within the space must be moved back to where it was when you arrived.
- No standing on any of the chairs.
- No open flames, projectiles, or helium balloons
- If there is an issue with the building or equipment, do not fix it yourself. Refer to the “Staff” section to find the correct contact.

POSTER POLICY

- We ask that all groups please take care when posting signs. Signs for promotion are **only** to be posted on bulletin boards located outside room 014 and within the Loker Commons entryway for Memorial Hall, and on the bulletin boards on ground floor within Lowell Lecture Hall. No other location is permitted, including within Annenberg, unless explicitly authorized. Posters are not permitted on floors.
- Masking, duct, and other tapes or putty are not kind to paint and other finishes. **Groups may be fined based on unauthorized poster--\$50 per posting.**
- **Temporary directional signs** are permitted on a case-by-case basis and must be approved by our office in advance. Our building manager sanctioned sticky tabs **MUST** be used.
- If approved, you must schedule a time to come by our office before your reservation to pick up a sheet or two of the sticky tabs.
- Using these tabs, you may put up directional signage at the start of your room reservation. All posters must be removed at the end of your reservation.
- If you have more than one reservation, posters must be taken down and put back up at the start of the next reservation.
- Posters will be removed and discarded by staff if they violate any of the above policies.

LOST AND FOUND

For items lost in the Memorial Hall or Lowell Lecture Hall classrooms, Sanders Theatre, Lowell Lecture Hall – Main Hall, and the common areas in the Memorial Hall/Lowell Lecture Hall buildings, call 617.496.4595, visit Memorial Hall 027, or email memhall@fas.harvard.edu. Harvard University is not responsible for lost or stolen property.

Our office does not hold items lost during meals served in Annenberg Hall or Fly By or during events in the Cambridge Queens Head. If something is lost during an event scheduled in Annenberg Hall, you can check with our office regarding who may have the lost item.