

The image shows the interior of a theater. The foreground and middle ground are filled with rows of dark-colored seats, arranged in a semi-circular pattern. The stage is at the far end, covered by a large, vibrant red curtain. The ceiling is high and features a complex network of wooden beams and metal trusses. The lighting is dim, with a warm glow emanating from the stage area. The overall atmosphere is that of a modern, well-equipped performance space.

Your Event at the Harris Theater

Our space was built with music and dance in mind, but it can also be the perfect backdrop for a variety of events such as a corporate meeting, conference, speaker series, podcast, gala, or graduation. This packet is intended to help potential renters who are searching for a space for an event like the ones listed above. We look forward to learning about the specifics of your event and offer this informational guide to give an idea of what is possible in our venue.

Please note the following:

- Provided information is subject to change based on the actual needs of your event and will be determined by Harris Theater Production and Operations teams. If you are interested in learning more, please complete and submit our [Rental Application Form](#) so that we may review your submission. Additional questions concerning the application may be sent to rentals@harristheaterchicago.org.
- Estimates provided are based upon 2023-2024 rates. Rates may increase annually.
- Estimates included are tied to onstage production set up, rehearsal, performance and strike requiring IATSE Local 2 crew. Based upon the needs of your event there may be additional staffing costs pertaining to box office, front of house, custodial, maintenance, engineering, and security.
- To review Harris Theater Tech Specs and items included in the daily usage fee, please click [here](#). Additional Harris Theater Equipment such as: Projector, Projector Screen, 4 or 8 channel Wireless Microphone Packages can be rented at an additional fee based upon the Non-Profit or Commercial daily usage rate.



Conference /
Meeting / Speaker
Series
Example 1: Standard
Set-Up



Conference / Meeting / Speaker Series

Example 1: Standard Set-Up

Standard Crew Size: Department Heads, + 1 Audio, +1 Props/Carp, +1 Projectionist

Estimated Labor Cost for 23-24: \$10,000

- 5-hour load-in/set-up/rehearsal
- 3-hour event
- 2-hour load-out/restore

Estimated Video Recording and/or recording Fee for 23-24: \$2,800

(Does not include camera equipment or operators)

Harris Theater Equipment Available:

- Projector and Screen (additional fee)
- Lectern with adjustable microphone
- 6' Tables with black linens (renter can provide their own if desired)
- Lighting system with colorful uplighting (can create your branded color if desired)
- Sound system including playback and microphones
- 8 channels of wireless availability – mix of lavalier and handheld mics (additional fee)

Example Event Schedule

8:00AM	Crew Call / Load-In
1:00 PM	Crew Break / Auditorium Dark
1:00 PM	Lobbies Open
1:30 PM	House Opens / Auditorium Opens for Seating
2:00 PM	Onstage Event Begins
5:00 PM	Onstage Event Ends / Load-Out
7:00 PM	Crew End of Day

Conference / Meeting / Speaker Series

Example 2: Standard-Plus Set-Up



Conference / Meeting / Speaker Series

Example 2: Standard-Plus Set-Up

Standard Crew Size: Department Heads, + 2 LX, +2 Audio, +4 Props/Carp, +2 Fly/Utility, +1 Projectionist

Estimated Labor Cost for 23-24: \$32,000

Estimated Video Recording Fee for 23-24: \$5,900

Harris Theater Equipment Available:

- Projector and Screen (additional fee)
- Lectern with adjustable microphone
- 6' Tables with black linens (renter can provide their own if desired)
- Lighting system with colorful uplighting (can create your branded color if desired)
- Sound system including playback and microphones
- 8 channels of wireless availability – mix of lavalier and handheld mics (additional fee)
- Lounge Furniture sourced by renter

Example Event Schedule

8:00AM	Crew Call / Load-In
1:00 PM	Crew Break / Auditorium Dark
2:00 PM	Rehearsal
6:00 PM	Crew Break / Auditorium Dark
6:30 PM	Lobbies Open
7:00 PM	House Opens / Auditorium Opens for Seating
7:30 PM	Event Onstage Begins
9:30 PM	Event Onstage Ends / Load-Out
12:30AM	End of Day

Graduation

Example 1: Standard Set-Up



Graduation

Example 1: Standard Set-Up

Standard Crew Size: Department Heads, + 1 Fly/Utility, +1 Projectionist

Estimated Labor Cost for 23-24: \$6,700

- 2-hour load-in/set up
- 2-hour rehearsal onstage/house with graduates
- 2-hour ceremony
- Load-out/restore

Estimated Video Recording Fee for 23-24: \$2,200

Harris Theater Equipment Available:

- Projector and Screen (additional fee)
- Lectern with adjustable microphone
- 6' Tables with black linens (school can provide their own if desired)
- Lighting system with colorful uplighting (can create your school color if desired)
- Sound system including playback and microphones
- 8 channels of wireless availability – mix of lavalier and handheld mics (additional fee)
- Lounge furniture sourced by renter

Example Graduation Schedule

8:00AM	Crew Call / Load-In
1:00 PM	Crew Break / Auditorium Dark
1:00 PM	Lobbies Open
1:30 PM	House Opens / Auditorium Opens for Seating
2:00 PM	Onstage Event Begins
5:00 PM	Onstage Event Ends / Load-Out
7:00 PM	Crew End of Day

Graduation
Example 2:
Standard Plus
Set-Up



Graduation

Example 2: Standard Plus Set-Up

Standard Crew Size: Department Heads, + 1 LX, +1 Audio, +1 Props/Carp, +1 Projectionist.

Estimated Labor Cost for 23-24: \$11,900

Estimated Video Recording Fee for 23-24: \$2,600

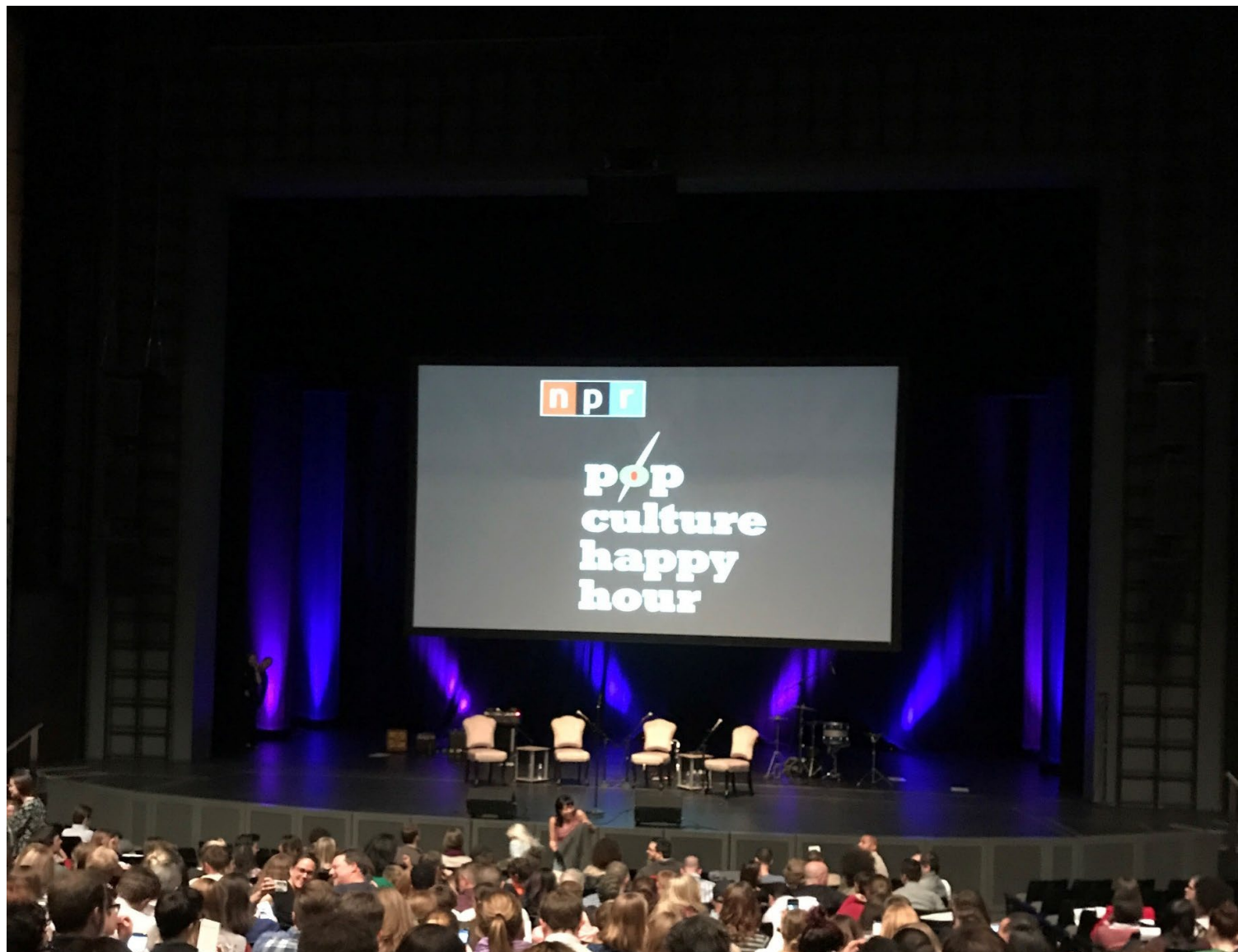
Harris Theater Equipment Utilized:

- Projector and Screen (additional fee)
- Lectern with adjustable wired microphone
- 6' Tables with black linens (school can provide their own if desired).
- Lighting system with colorful uplighting (can create your school color if desired)
- Sound system including playback and microphones
- 8-Channel Wireless Microphone Package (additional fee)

Example Graduation Schedule

8:30AM	Crew Call / Load-In
10:00AM	Walk-through with graduates
12:30PM	Crew Break / Auditorium Dark
1:30 PM	Work Continues
5:00PM	Sound Check with Music Ensemble
5:30 PM	Crew Break / Auditorium Dark
6:00 PM	Lobbies Open
6:30PM	House Opens / Auditorium Opens for Seating
7:00PM	Graduation Begins
9:00PM	Graduation Ends / Load-Out
11:00PM	Crew End of Day

Podcast
Example:
Standard
Set-Up



Podcast

Example: Standard Set-Up

Standard Crew Size: Department Heads and +1 Props/Carp

Estimated Labor Cost for 23-24: \$7,200

Estimated Video Recording Fee for 23-24: \$2,800

Harris Theater Equipment Utilized:

- Projector and Screen (additional fee)
- Lectern with adjustable wired microphone
- 6' Tables with black linens (renter can provide their own if desired)
- Lighting system with colorful uplighting (can create your branded color if desired)
- Sound system including playback and microphones
- 8-Channel Wireless Microphone Package (additional fee)
- Lounge Furniture sourced by renter

Example Podcast Schedule

1:30PM	Crew Call / Load-In
5:30PM	Crew Break / Auditorium Dark
6:30PM	Sound Check
7:00PM	Lobbies Open
7:30PM	House Opens / Auditorium Opens for Seating
8:00PM	Performance Begins
9:30PM	Performance Ends / Load-Out
11:30PM	Crew End of Day