

Ford Amphitheatre

PRESS RELEASE REQUIREMENTS

You are responsible for writing and distributing the press release on your event.

A draft of your press release must be **submitted to the Communications Department for approval eight weeks prior to your event.**

It is recommended that your press release be mailed 4-6 weeks prior to your event.

If you do not have a good press list, press lists are available from the Director of Communications.

You must include the standard Ford information and a credit for the County in your release – see Crediting Los Angeles County – press release.

Please also combine the Ford season press release header with your own at the top of the release.

E-mail draft to communications@arts.lacounty.gov or fax to 213-580-0017.