

FORD FRONT OF HOUSE
CHECKLIST INFORMATION– 2009 SEASON

PASSES

1. Producer must provide a backstage pass list at least 24 hours prior to the event date. Backstage access is reserved for performers and technical crew only
2. Producer must provide Green Room access pass list at least 24 hours prior to the Event date –Green room occupancy is limited to 35 persons including artists and crew.
3. Backstage passes do not allow entry to the house. Tickets are required for all guests, artists, and crew who wish to view all or part of the performance from the house.

STAFFING

4. Licensee must designate one individual to be the primary contact for communicating with the Ford's Event Services Manager on the day of the event.
5. The Ford is not responsible for programs left at the theatre for more than 24 hours after the event.
6. The Ford furnishes a basic house staff for each event consisting of an Event Services Manager, a House Manager, 2 ticket takers, ushers, and a merchandise sales person (when appropriate).
7. A professional Security Staff may be provided if approved by the Ford's general manager.

PARKING

8. Each producer will receive 15 complimentary parking passes per performance. Additional passes may be purchased at least 48 hours in advance from the Box Office.
9. Any cars or production vehicles not displaying a Parking Pass will be ticketed and towed.
10. Truck or VIP parking must be made with the Ford's Event Services Manager at least 14 days in advance of the event.
11. Parking at the top of the hill is reserved for cars displaying disabled placards only.
12. Artists and crew may use the disabled parking area to drop off equipment only.
13. Any vehicles left in the fire lane, or parked in disabled parking spaces without disabled placards, will be ticketed and towed.

RECEPTIONS/PARTIES

15. Licensee must allow the Ford's Concessionaire (Crumble Catering) to bid on all catering for receptions, parties and other on-site activities.

14. For artists and crew, producer may either provide its own backstage catering or arrange with the Ford's Concessionaire to provide this service.

16. All pre-show activities must be approved by the Ford's Event Services Manager at least 30 days in advance. No post show activities are allowed.

17. Artists are encouraged to "meet and greet" patrons on Edison Plaza immediately after the end of their performance.

MERCHANDISE

18. A 25% commission applies to all merchandise sales on the premises.

19. For merchandise sold by Ford staff, the 25% commission and applicable sales tax (8.25%) will be deducted and payment will be sent by check to artist within a reasonable time.

20. The Ford is not responsible for merchandise left at the theatre for more than 2 weeks after the event.

CAMERAS/RECORDING

21. Audience members are not allowed to enter the facility with video cameras or audio recording equipment at any time. Audience members are not allowed to take flash photographs during the event.

22. Any press or film crews hired by licensee must acquire a photo pass through the Ford's public relations department and film from designated areas only.

HOUSE RULES/FINES

23. A delay in opening the house and/or beginning the event of more than fifteen minutes is subject to a \$250.00 penalty

24. All events must have a minimum of one 15 minute intermission Failure to have a required intermission will result in a \$500.00 penalty

25. All events must end by 11:00 P.M. Violation of this policy will result in a \$1,000 penalty for the first minute, with an additional \$500.00 for every five minute increment thereafter.