

FORD FRONT OF HOUSE  
SUMMER PARTNERSHIP PRODUCER CHECKLIST - 2009

For the 30 day out production meeting you must provide:

1. Names and phone numbers for all producers, stage managers, production coordinator and vendors.
2. Curtain, intermission and wrap times.
3. Projected attendance estimate.
4. Security needs (if applicable).
5. Estimated number of artists and crew (for all access list).
6. Estimated number of Green Room access (35 person capacity).
7. Names and phone numbers of archival video camera operators (if applicable).
8. Merchandise information:
  - a. Description of merchandise (CDs, t-shirts, etc.)
  - b. Staffed by Ford or vender
  - c. Number of tables needed (vender and will-call or press tables)
9. Size and number of promotional banners (if applicable).
10. Any pre-show reception information.
11. You will be given 15 parking passes for your event. (Any additional passes may be purchased at least 48 hours in advance of show from the Box Office.)
12. Schedule a 7 day out phone meeting with Ford Event Services Manager.

One week prior to the performance date:

1. 7 day out phone meeting with Ford Event Services Manager. You will provide any new information pertaining to front of house production.
2. All-Access, Green Room and Parking Lot list must be emailed to Ford Event Services Manager.
3. Any Pre-show reception must be finalized.

2:00 PM on the Day of Show:

1. Banners must be delivered to Ford production manager. (Ford will not hang banners if they are delivered after this time.)
2. Partner's production coordinator must meet with Ford Event Services Manager.
3. Final All-Access, Green Room and Parking Lot lists must be delivered to Ford Event Services Manager.
4. Merchandise must be delivered to Ford Event Services Manager.