

CHECKLIST for RENTALS

Item	Recipient/Contact
<input type="checkbox"/> Submit Rental Application	Rosalyn Escobar
<input type="checkbox"/> Tour of facility	Rosalyn Escobar
<input type="checkbox"/> Production Meeting • To discuss event logistics and production estimate	Arthur Trowbridge
<input type="checkbox"/> Submit Deposit and signed Rental Event Policy to secure date • Check in the amount of \$1,000 made out to 'County of Los Angeles'	Rosalyn Escobar
<input type="checkbox"/> Contract (Proceed with following item once contract is signed and mailed to Ford Theatres)	Rosalyn Escobar
<input type="checkbox"/> Contact Box Office • Identify ticket prices • Complete Ticket set up form	Jessie Randle
<input type="checkbox"/> Contact Communications Department • For website and electronic sign info	Kim Glann
<input type="checkbox"/> (30 days before event) Submit full cost deposit and proof of insurance	Rosalyn Escobar
<input type="checkbox"/> (30 days before event) Production meeting • Review/revise production schedule/estimate • Clarify all technical riders and production info • Verify production contact info for production staff	Arthur Trowbridge
<input type="checkbox"/> (30 days before event) Event Logistics meeting • House Rules and regulations • Clarify special Front-of-house needs including merchandising, vendor set-up, security, sponsor promotions, signage, displays, banners/gobo, etc. • Preliminary reception plans • Clarify backstage list • Receive parking passes	Bill Berry
<input type="checkbox"/> (30 days before event) • Assess current ticket sales • Assess need for special offers, discounts papering • Review VIP benefits and logistics	Jessie Randle
<input type="checkbox"/> (3 weeks prior to event) Submit information for electronic sign	Kim Glann

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| <input type="checkbox"/> (1 week prior to event) Front of House <ul style="list-style-type: none"> • Phone meeting w/Event Services Manager • Submit backstage access list. | Bill Berry |
| <input type="checkbox"/> (2 days prior to event) <ul style="list-style-type: none"> • Submit all will call, consignment and comp lists, return unsold consignment to box office. | Jessie Randle |
| <input type="checkbox"/> (1 day prior to event) Front of House <ul style="list-style-type: none"> • Email final backstage list | Bill Berry |
| <input type="checkbox"/> (2pm day of) Front of House <ul style="list-style-type: none"> • Merchandise and banners delivered • Meeting with Events Manager • Deliver laminates | Bill Berry |

Contact info:

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