



ACCESS & COMP LIST INSTRUCTIONS

The comp list, back gate list and media comp list have been incorporated into one master [Access & Comp List](#). This will make it easier for producers and Ford staff to keep track of all requests.

We recommend downloading the excel template as soon as possible and using it to track your requests as they come in. Following are instructions:

1. **Header show information.** Double click next to Show Title, Producer and Event Date to add text that will show at the top of all pages.
2. **Include every name.** Anyone who will need a specific level of access (e.g., backstage, vendor) should be listed individually so Ford staff can make sure they get the access they need. **Exception:** if someone is only picking up comp tickets, just put one name for the party, instead of listing every person in the party separately. (e.g., John Smith – 4 comps)
3. **Include an email address, if they'll be receiving comp tickets.** The Ford does not retain these email addresses for future marketing purposes, but it is important to send all patrons the Ford's "Know Before You Go" email. This email goes out 48 hours prior to the event and includes gate and door times, and information on parking, shuttles and dining.
4. **Access level.** The access level cell is a dropdown— you must select one of the options provided. The options are:
 - A. **Stage Access**— Someone who needs full access to the venue, including your producing team, artists, crew and anyone else directly involved with the show.
 - B. **Green Room Guest**— Special guests that will be visiting artists or crew in the green room, but are not directly affiliated with the production. Please keep in mind the green room is small. The Ford team will confirm the total capacity when received from the fire marshal, and your list may not have a larger number of green room guests than capacity allows.
 - C. **Vendor/Sponsor**— Anyone who will have a table on the plaza to sell merchandise or man a sponsorship table. They will be able to drop off their goods and displays at the back gate and bring them down to Edison Plaza via the elevator.
 - D. **Media, Seated**— Any media arranged by you or your publicist that will be watching the show from a seat but will *not* be taking photo/video. Remember to fill in the comp ticket information for this category.
 - E. **Media, Photo/Video**— Any media arranged by you or your publicist that will not be watching the show from a seat and will only be taking photos or shooting video.
 - F. **No Access**— Please select this option for anyone receiving comp tickets only. This person will not have any early access to the plaza or access to the green room or backstage areas; they will enter the venue via the front gates with the general public.

5. **Fill in Comp Ticket information, if applicable.** Input the number of tickets and, if applicable, the desired seating tier. Please keep in mind:
- A. Anyone who needs a seat during the event (even for just one act) who has not purchased a ticket should be on the comp list. Every occupied seat in the house requires a ticket.
 - B. Please put the *total* number of tickets needed for the person/party *including* the person listed (e.g., John Smith – 2; not John Smith plus 1.)
 - C. The name listed should be the person picking up the tickets. If performers have requested tickets for friends or family, please get the name of the guest who will be picking up.
 - D. Valid ID must be shown to pick up ticket(s). Name on the ID must match the reservation name.
 - E. **If you have arranged any ticket giveaways via radio stations or social media, please include the names of the winners on your comp list** and include the name of the organization that gave away the tickets in the Notes column.
 - F. For VIP Comps, please note “VIP” in the Seating Tier section and, if you are having a reception, please put in the Notes column whether or not this person should be admitted to the reception.
6. **Fill in any Notes.** This is optional, but is a great place to record things like:
- A. Special arrival time or instructions
 - B. Who this person should be seated with for their comp tickets
 - C. If this person should be admitted to a special VIP reception or private event
 - D. Anything the Ford might need to know about this team member/guest
 - E. Specific seating locations for press or comps
7. **Email ONE FINAL COMP LIST to the Ford staff listed below at least 48 hours prior to your event:**
- A. boxoffice@arts.lacounty.gov
 - B. communications@arts.lacounty.gov
 - C. WBerry@arts.lacounty.gov
8. **If you have unexpected last minute additions**, email them to boxoffice@arts.lacounty.gov. Last minute comp requests may be accommodated but cannot be guaranteed. Please note that comp ticket requests will be **authorized only when submitted by the event’s ticketing representative(s)**.

Please keep in mind the following rules about night-of-show venue entry:

- **Front Gate entry (main gates next to the box office)** is for patrons and press, including photographers and videographers. Any guests or media that have tickets should be sent to the front gate to pick them up at the box office. Any guests that will be visiting the green room should also enter this way. Any patrons, other than disabled patrons riding the Ford’s disabled access vehicle, trying to enter the facility at the back gate will be turned away at the bottom of the hill and asked to enter via the main gates.

- **Back Gate (aka “Artists Entrance”) entry** is for backstage access (performers, crew) and vendors/sponsors with tables *only*, along with patrons riding our ADA carts. Those on the list in these categories will be checked in at the bottom of the hill and back gate. If any of those entering via the back gate need comp tickets for their own personal use, it is the producer’s responsibility to pick up these tickets in advance from the Box Office and either a) distribute them at rehearsal or in advance of the show or b) distribute them at the back gate as people arrive for check-in. We ask that artists’ guests are listed under the names of the person picking up the tickets.

Questions? Please contact **Jessie Towers, Box Office Manager** at jtowers@arts.lacounty.gov or 323.769.2147 or **Ann Jensen, Assistant Box Office Manager** at ajensen@arts.lacounty.gov or 323.856.5788.