



VENUE ACCESS & COMP LIST INSTRUCTIONS

Use this template to track both the list of people who need venue access for your show, and your list of comp ticket requests. We recommend downloading the template as soon as possible and using it to track your requests as they come in.

Your VENUE ACCESS LIST is due 48 hours prior to your first rehearsal/event date; your COMP LIST is due 48 hours prior to your event date.

VENUE ACCESS LIST INSTRUCTIONS

Must enter via Artist's Entrance:

1. Select the Venue Access tab in the bottom left corner of the template
2. Enter every name—each person must be listed individually
 - **ACCESS TO THE VENUE WILL ONLY BE GRANTED TO PERSONS INCLUDED ON THE VENUE ACCESS LIST.**
3. Select ACCESS LEVEL:
 - **Full Venue Access**—full access to venue (ex: producing team, artists, crew)
 - **Plaza Access**—early access to plaza (ex: vendors, sponsors, staff, volunteers, etc.) to set up merchandise, host sponsorship table, set up reception, etc.
 - No stage or backstage access
 - Must be completely set up before gates open

Note: If someone with FULL VENUE or PLAZA access will also require a seat in the house at any point, they must also be included on the Comp List. Tickets must be picked up at box office before show. (Someone from producing team may pick up and distribute tickets to artists/crew).

COMP LIST INSTRUCTIONS

Must enter via Front Gate, no early venue access:

1. Select the Comp List tab in the bottom left corner of the template
2. Enter name
 - For guests with multiple tickets that should be seated together, list one name for the entire party, instead of listing every person separately
 - Tickets for guests of a performer should be listed under the guest's name, not the performer's name
 - Valid ID must be shown to pick up ticket(s). Name on the ID must match name on list.
 - If you have arranged ticket giveaways via radio stations or social media, please include names of winners on list (COMP TICKETS ONLY). Include name of organization/station in Notes column.
 - Anyone on the Venue Access List who needs a seat during the event (even for just one act) should also be included on the comp list. Every occupied seat in the house requires a ticket.

3. **Include an email address:** used to send “Know Before You Go” email with important show and venue information to your guests 48 hours prior to event.
4. **Select ACCESS LEVEL:** Once you select a cell, use arrow at bottom right of cell to access drop down list. If dropdown list not accessible, use color key to manually color code each entry. You must select one of the options provided.
 - **Media-Seated**—media arranged by you or your publicist who require a seat and will *not* be taking photo/video
 - Must enter via Front Gate and be met by someone from your team
 - Must notify and coordinate with Ford’s Marketing department in advance
 - **Media, Photo/Video**—media arranged by you or your publicist who will not require a seat and will only be taking photos or shooting video
 - Must enter via Front Gate and be met by someone from your team
 - Must notify and coordinate with Ford’s Marketing department in advance
 - **Green Room Guest Access**—comp tickets, including green room access (ex: artist/crew guests)
 - Green Room capacity is very limited. Access only permitted pre-show and during show (no post-show access).
 - No early venue access
 - **Comp Tickets Only**—comp tickets only (ex: producer/artist comps)
 - Tickets available at Box Office Will Call
5. **Input # of tickets and, if applicable, desired seating tier**
 - Enter the total number of tickets needed for person/party including person listed
6. **Add any special notes, including things like:**
 - Special arrival time, parking needs or instructions
 - Who should be seated with whom, specific seat locations
 - Name of press outlet and, if applicable, specific seat locations for press
 - Anything else the Ford might need to know about this person/guest
7. **Email the list to:**
 - boxoffice@ford.lacounty.gov
 - communications@ford.lacounty.gov
 - wberry@ford.lacounty.gov
8. **Email any unexpected last minute additions to box office@ford.lacounty.gov.**

Last minute comp requests may be accommodated but cannot be guaranteed. Changes and additional requests will be authorized only when submitted by producer or designated 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.
- **The Artists Entrance** is for full venue 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?

Ann Jensen, Box Office Manager at ajensen@ford.lacounty.gov or 323.856.5788