



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 & COMP LIST is due 48 hours prior to your first rehearsal/event date.
Everyone who needs a seat in the house MUST have a ticket.

INSTRUCTIONS:

1. Enter NAME

Everyone who needs **Artist/Staff, Vendor/Sponsor** or **Photo/Video** level access must be listed individually. Only persons on the list will be granted access to the venue.

2. Choose ACCESS LEVEL: Select the cell, click drop-down arrow and choose from list. If drop-down menu is not available, use the provided color key to fill in each line.

- **ARTIST/STAFF**—Entry before gates open and access to stage and backstage areas (e.g., production team, performers, crew)
- **VENDOR/SPONSOR**— Entry before gates open and access to plaza areas only (e.g., to set up a reception, merchandise, or sponsor tables, etc.)
 - No stage or backstage access.
- **BACKSTAGE GUEST**—Comp tickets *and* backstage access (e.g., artist guests)
 - Permitted backstage **before and during show only**.
 - Backstage capacity is very limited.
 - Note: Artist's guests may check-in early, but once the house opens, security will clear dressing room area, and guests will only have access to the backstage Community Room.
- **PHOTO/VIDEO PASS**—Access to designated areas for taking photos or shooting video
 - Does NOT include a ticket or seat.
 - Photographer/videographer must be escorted by someone on your staff to designated area in the house. Coordinate with Ford Marketing in advance.
 - Shooting photos or video from a seat is **not permitted**.
- **PRESS COMP TICKETS**—Seated press *not* taking photos or video
 - No early entry or backstage access.
 - Include a note of any requests for specific seats.
- **COMP TICKETS**—Comp tickets only (ex: producer/artist comps; ticket giveaway winners)
 - No early entry or backstage access.
 - Ticket giveaways: Place tickets under name of winner and note organization/radio station in the Notes column.

3. **Input # of TICKETS and, if applicable, desired seating tier**
 - Enter the total number of tickets needed for each person/party.
 - For guests that should be seated together, list one name for the entire party who will pick up and distribute the tickets.
4. **EMAIL ADDRESS (optional):** Two days prior to the event, we send a “Know Before You Go” email with important show and venue information for patrons and guests.
5. **Add any special NOTES, including:**
 - Special arrival time or parking needs, specific seat locations, press outlet, or anything else the Ford might need to know about this person/guest
6. **Email Access List to:**
 - boxoffice@ford.lacounty.gov
 - communications@ford.lacounty.gov
 - wberry@ford.lacounty.gov
7. **Email last minute additions to boxoffice@ford.lacounty.gov**
 - Last minute comp requests cannot be guaranteed.
 - Changes and additional requests will be authorized ONLY when submitted by producer or designated ticketing representative.

PLEASE KEEP IN MIND:

Check-in for **early entry** will begin at your scheduled arrival time at the bottom of the loading dock hill leading to Artist Entrance.

All **comp tickets** (including Backstage Guest comps) will be available for pickup at Box Office Will Call beginning two hours prior to show time. Valid ID required, and must match name on list.

QUESTIONS? Contact the box office (boxoffice@ford.lacounty.gov), or call Ann Jensen (323) 856-5788 or Ayesha Motiwalla (323) 769-2175.