



## FORD THEATRES 2018 SUMMER SEASON MASTER CHECKLIST & SCHEDULE OF DEADLINES

Due Date	Item	Recipient
<b>JAN 5</b>	<input type="checkbox"/> Submit promotional photos	Communications
	<input type="checkbox"/> Fill out online Contract Info Form	Admin
<b>FEB 7</b>	<input type="checkbox"/> Submit Event Brief	Communications
	<input type="checkbox"/> Submit Ticket Setup Form	Box Office
<b>FEB 10</b>	<input type="checkbox"/> Marketing & Event Workshop for all partners	Communications
<b>MAR 14</b>	<input type="checkbox"/> Submit signed Contract	Admin
<b>MAR 19</b>	<input type="checkbox"/> Submit snail mail lists for season promotional mailing	Communications
	<input type="checkbox"/> Submit producer holds	Box Office
	<input type="checkbox"/> Approve ticketing and web event pages	Box Office & Communications
<b>MAR 28</b>	Optional: Private presale via consignment <i>Private presale for Ford Theatre Foundation donors</i>	Box Office, Communications & Development
<b>APR 4</b>	<b><i>Season Press Announcement</i></b>	Communications
	<i>FordTheatres.org event pages go live</i>	
	<i>Ford Blog, social media and Ford E-News announcement</i>	
	<b><i>Tickets on sale to general public (web &amp; phone only)</i></b>	
	<input type="checkbox"/> Optional: begin selling tickets on consignment	Box Office
<b>APR 11</b>	<input type="checkbox"/> Send show announcement to your email list	cc: Communications
	<input type="checkbox"/> Announce on your website & social media outlets	Tag @FordTheatres
	<i>Season mini-brochure mailed</i>	Communications
<b>MID-MAY</b>	<i>30-Day Production &amp; Event Logistics Meetings begin</i>	Production, Event Services & Box Office
<b>JUN 1</b>	<b><i>2018 FORD THEATRES SUMMER SEASON OFFICIALLY BEGINS</i></b>	

*NOTE TO ARTISTS: Items in Italics denote key events in the schedule. They are for your information only.*

### Contact Information

**Admin**  
[Admin@ford.lacounty.gov](mailto:Admin@ford.lacounty.gov)

**Box Office**  
[BoxOffice@ford.lacounty.gov](mailto:BoxOffice@ford.lacounty.gov)

**Communications**  
[Communications@ford.lacounty.gov](mailto:Communications@ford.lacounty.gov)

**Event Services**  
[WBerry@ford.lacounty.gov](mailto:WBerry@ford.lacounty.gov)

**Production**  
[ATrowbridge@ford.lacounty.gov](mailto:ATrowbridge@ford.lacounty.gov)