



Venue Access & Comp List





Venue Access & Comp List Basics



- Venue Access List: Due **48 hours** before first rehearsal (or performance)
- Comp List: Due **48 hours** before performance
- Be thorough—if they're not on the list, they're not getting in
- Download the template as soon as possible and use it to track your artists and ticket requests as they come in
- Anyone (at any access level) who plans to take a seat in the house at any time during the event, **must have a ticket**
- Comp tickets should be listed under the guest's name (i.e. the person picking them up), not the performer's name

VENUE ACCESS & COMP LIST ENTRY POINTS



Venue Access List- Via Artist Entrance



Full Venue Access

Plaza Access

Comp List- via Front Gates



Green Room Guest

Comp Tickets Only

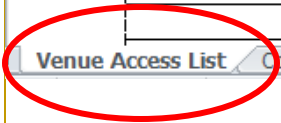
Media-Seated

Media-Photo/Video

FORD THEATRES Venue Access List

Show Title:
 Producer:
 Event Date:

Refer to VENUE ACCESS & COMP LIST INSTRUCTIONS for complete instructions and detailed descriptions on each access level.			<u>Color Key for Access Levels</u>
1. Choose access level for each entry by selecting a cell, clicking on drop down arrow and choosing accordingly from list.			Full Venue Access
2. If drop down menu is not accessible, use color key at right to manually color code each entry.			Plaza Access
3. If someone with FULL VENUE or PLAZA access also needs a seat in the house at any point, they should also be added to the COMP LIST.			
4. Add any specific notes if necessary			
5. Send final ACCESS LIST 48 hours before your 1st rehearsal/show to boxoffice@ford.lacounty.gov; communications@ford.lacounty.gov; wberry@ford.lacounty.gov			
LAST NAME	FIRST NAME	ACCESS LEVEL	NOTES
Burgundy	Ron	Full Venue Access	
Fantana	Brian	Full Venue Access	
Head	Edith	Full Venue Access	Thursday Rehearsal only
Kind	Champ	Plaza Access	Action News info table
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FORD THEATRES Comp List

Show Title:

Producer:

Event Date:

Color Key for Comp Types

Green Room Guest

Media-Seated

Media-Photo/Video

Comp Tickets Only

Refer to VENUE ACCESS & COMP LIST INSTRUCTIONS for complete instructions and detailed descriptions on each access level.

1. Choose **access level** for each entry by selecting a cell, clicking on drop down arrow and choosing accordingly from list.

2. If drop down menu is not accessible, use color key at right to manually color code each entry.

4. Add any specific notes if necessary

5. Send final **COMP LIST 48 hours before your show** to boxoffice@ford.lacounty.gov; communications@ford.lacounty.gov; wberry@ford.lacounty.gov

LAST NAME	FIRST NAME	EMAIL	COMP TYPE	COMP TICKETS		NOTES
				# of Tickets	Tier	
Burgundy	Geraldine	ronsmom@aol.com	Green Room Guest	2	2	Best available
Corningstone	Veronica	veronron@gmail.com	Comp Tickets Only	3	1	Row AA seats 101-103
Tamland	Brick	brickt@kvwn.com	Media-Seated	2	any	KVWN Channel 4
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Venue Access List

Comp List