



FORD THEATRES 2019 SUMMER SEASON MASTER CHECKLIST & SCHEDULE OF DEADLINES

Due Date	Item	Recipient
DEC 7, 2018	<input type="checkbox"/> Submit promotional photos	Communications
JAN 7	<input type="checkbox"/> Submit Contract Info Form	Admin
JAN 11	<input type="checkbox"/> <i>Production Estimates Complete</i>	Production
JAN 15	<input type="checkbox"/> Submit Event Brief	Communications
	<input type="checkbox"/> Submit Ticket Setup Form	Box Office
JAN 19	<input type="checkbox"/> Marketing & Event Workshop for all partners	Communications
JAN 25	<input type="checkbox"/> <i>Contracts Due to Partners</i>	Admin
FEB 8	<input type="checkbox"/> Contracts Due from Partners	Admin
FEB 15	<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
MAR 6	<i>Season Press Announcement</i> <i>FordTheatres.org event pages go live</i> <i>Ford Blog, social media and Ford E-News announcement</i> <i>Tickets on sale to general public (web & phone only)</i>	Communications
	<input type="checkbox"/> Optional: begin selling tickets on consignment	Box Office
	<input type="checkbox"/> Send show announcement to your email list	cc: Communications
	<input type="checkbox"/> Announce on your website & social media outlets	Tag @FordTheatres
MAR 22	<i>Season mini-brochure mailed</i>	Communications
APR 27	2019 FORD THEATRES SUMMER SEASON OFFICIALLY BEGINS	
MID-MAY	<i>30-Day Production & Event Logistics Meetings begin</i>	Production, Event Services & Box Office

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

Box Office
BoxOffice@ford.lacounty.gov

Communications
Communications@ford.lacounty.gov

Event Services
WBerry@ford.lacounty.gov

Production
ATrowbridge@ford.lacounty.gov