Ford Partners
Consignment Training

2017 Summer Season
What is consignment?

- An online method to sell tickets directly to your fans, on site at events & classes
- Hold & sell premium seats to loyal buyers
- Hold up to 150 tickets at a time (up to 50% of any pricing tier)
- No convenience fees (facility/programming fees still apply)
- Automatically released 2 weeks before show (unless cleared with box office in advance)
What’s the procedure?

- Sell online through TICKETsage, tickets are emailed or held at will call
- Your login credentials show only your event
- Sell from your designated producer holds or sell any open seats
- Multiple payment method options
  - Cash or check only—money up front
  - Credit card—included in your settlement
- Per County policy, no sales/credit card payment via other ticketing systems, websites, PayPal, Square, etc.
How to Sell Consignment in TICKETsage...

Step by step process
1. Log in to TICKETsage

Your personalized log-in goes here
2. Select your event by clicking on the date.
3. See your show description, pricing, and 3D map

TAIKO PROJECT + Quetzal present Concrete Saplings

Date: Friday, 8 July 2016
Time: 8:00 PM
Venue: Ford Theatres

A creative collaboration with Grammy Award-winning Chicano rock band Quetzal, blending live taiko drumming and son jarocho music.

VIP (Reserved): $50, includes premium seating
Tier 1: $38
Tier 2: $25

Choose a Section
Click a section to see detailed availability and make your selection.

Click anywhere on the 3D map to select seats.
4. Once you’ve clicked on the 3D map, select your seats (they’ll turn yellow) & add to cart.

May sell your consignment holds or any open seats. Any seat in color is available.

- **Consignment Holds**
- **Producer or Ford Holds** (unavailable)
- **Wheelchair & Companion only**
Scroll further down the screen for prices...

<table>
<thead>
<tr>
<th></th>
<th>VIP</th>
<th>Regular</th>
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<tbody>
<tr>
<td>Price</td>
<td>$50.00</td>
<td>$38.00</td>
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</table>

[go back to main 3D view]
If you select consignment holds...
4. General admission example

**Impro Theatre presents L.A. Noir UnScripted** [Change]

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, 14 October 2017</td>
<td>8:30 PM</td>
<td>Ford Theatres</td>
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</table>

Presenting a theatrical experience unlike any other, **Impro Theatre** starts with audience suggestions to create completely improvised, full-length world’s greatest writers. With **L.A. Noir UnScripted**, the Impro’s cadre of characters makes the dark and seedy underbelly of 1940s and ’50s an improvised tale of seduction and murder. Starting with audience suggestions, this comedy homage embraces the film noir world of femme spontaneous play filled with music, moxie and mayhem. **L.A. Noir UnScripted** has a cast of 14 actor-improvisers and a live jazz quartet improving and will only be seen by those who are at the Ford on this night.

Writing about Impro Theatre, American Theatre magazine said, "These virtuosic talents simply are as superhuman as they seem. These serio trained, can write on their feet better than many writers can type at a desk. Impro’s work has taught me to demand more from the theatre.' Theatre, "Amazing! One of the funniest evenings in town. The troupe spins an entire play into comedy gold right before your eyes.”

General Admission: $40

Please enter the number of tickets you wish to request for this event. Then add them to your cart.

- **GA General Admission** ($40.00) [Quantity: ] 1188 available
- **GA Wheelchair Accessible/Companion** ($40.00) [Quantity: ] 1188 available

**Add to cart**

Enter Qty. of seats and hit Add to Cart
5. Shopping Cart

Add discount codes here
5. Shopping Cart (cont.)

**Patron/Billing Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
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<tbody>
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<table>
<thead>
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<td>State</td>
</tr>
<tr>
<td>Zip</td>
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</table>

**Order Details**

- **Delivery Method**: Print At Home, Print At Home, Will Call
- **Payment Methods**: Please Select, Credit Card, Consignment

How did you hear about us = Ford Artist + Check the box

Print at Home Default

Select consignment (cash/check) or credit card
6. Select Consignment payment (Cash or Check)

Remove- If you accidentally add the wrong payment type.
6. Select Credit Card payment

Remove-
If you accidentally add the wrong payment type
7. Order confirmation/Print at Home

Click here to print tickets and close this window.

**IMPRO THEATRE PRESENTS L.A. NOIR UNSCRIPTED**

**DATE/TIME:** Saturday, October 14, 2017 8:30 PM

**VENUE:** Ford Theatres

**PRICE LEVEL:** $40.00

**TICKET TYPE:** General Admission

NO REFUNDS OR EXCHANGES. TICKET CANNOT BE REPLACED IF LOST OR STOLEN.

ORDER # 19544660
7. Order confirmation, cont.

It’s good practice to give patrons their order #.

Order Confirmation

Your order has been processed. Your order number is **19544660**

If your tickets did not print already, click here to try again.

Order Summary for: Ann Jensen **3928460 - 27786047**

Thank you for purchasing tickets from the Ford Theatres! Below is a receipt for your order.

If you have selected the print-at-home delivery method and have not yet printed your tickets, please select the link below or open another tab beginning two hours before show time. Please present valid ID at the window. If you have selected to receive your tickets by mail, you will receive them by mail.

**Delivery Method:** Print at Home (Free)

**Quantity:** (2)

GA-GA-GA Impro Theatre presents L.A. Noir UnScripted 'October 14, 2017 8:30 PM General Admission $40.00

GA-GA-GA Impro Theatre presents L.A. Noir UnScripted 'October 14, 2017 8:30 PM General Admission $40.00

**Payment**

**Payment Type:** Consignment

**Amount:** $80.00

<table>
<thead>
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<td>Paid</td>
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<tr>
<td>Due</td>
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You will receive a **Know Before You Go** email from us before your event detailing everything you need to know before your arrival.

To learn more about visiting the Ford, including parking and shuttle options, click here. To learn more about dining and picnicking at the Box Office at 323-461-3673 or boxoffice@arts.lacounty.gov.

Thank you,
The Ford Theatres
8. Email receipt

Sent to the email address you entered at checkout; emailed from Ford Theatres <boxoffice@lacounty.gov>

Your order has been processed. Your order number is 19544660

If your tickets did not print already, click here to try again.

Thank you for purchasing tickets from the Ford Theatres! Below is a receipt for your order.

If you have selected the print-at-home delivery method and have not yet printed your tickets, please select the link below or open and print the attachment(s). If you have selected Will Call, your tickets will be available for pick up on the night of the show, beginning two hours before show time. Please present valid ID at the window. If you have selected to receive your tickets by mail, you should receive your tickets within 10 days via USPS Priority Mail. We hope you enjoy the show!

Delivery Method: Print at Home (Free)
Quantity: (2)
GA-GA-GA Impro Theatre presents L.A. Noir UnScripted October 14, 2017 8:30 PM General Admission $40.00
GA-GA-GA Impro Theatre presents L.A. Noir UnScripted October 14, 2017 8:30 PM General Admission $40.00

Payment
Payment Type: Consignment
Amount: $80.00

| Subtotal | $80.00 |
| Fees | .00 |
| Balance Fees | .00 |
| Discounts | .00 |
| Total | $80.00 |
| Paid | $80.00 |
| Due | .00 |

You will receive a Know Before You Go email from us before your event detailing everything you need to know before your arrival at the Ford. In the meantime:
Questions
Can I add/remove holds?

- You cannot edit holds within your log-in
- We’re happy to adjust your holds at any time; just contact the box office
Can I refund tickets if I make a mistake?

- Unfortunately, no. You are not able to issue refunds/returns due to County policy.
- If there’s been a mistake, please contact the box office and we’ll take care of it.
What’s Next?
What’s Next?

1. Read/sign Consignment Agreement
2. We’ll set up/send your log in credentials
3. Start selling as soon as tickets go on sale

Set up a call or meeting for consignment support!