

**Front of House Producer Checklist
Ford Amphitheatre
Please provide the following information to
The Event Services Manager at your initial meeting**

Event Info:

Date
Event Name
Contact Info for Producer
General Description of performance

House:

Curtain time
Intermission start
Wrap time

Production Staff:

Number of all-access staff

Parking:

Additional Parking Passes needed
Bus and Truck Parking

Crowd Management:

Late Seating
VIP Seating

Security:

Security needed for performance?

Reception:

Attendance
Location (Plaza or Little Theatre)
Catering Provider

Press:

Press Photographer/Video
(All press must have Press credentials reserved in advance)

Merchandise:

Percentage or Buy-out
Types of merchandise
Number of vendors

Pre-Show Plaza Activities:

Live music, dance or other performance
Sponsor Displays
Banners/Other Signs

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