

# Front of House Producer Checklist

## Ford Amphitheatre

Please be able to provide the following information to the Event Services Manager at your 30 day out 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

### Ticketing:

Estimated Attendance

Press Requirements

### Parking:

Additional Parking Passes needed  
Bus and Truck Parking

### Crowd Management:

Late Seating  
VIP Seating

### Security:

Security needed for performance?

### Recordings:

Archival Video (2 camera shoot)  
Archival Audio  
Commercial Video/Audio (Fee required)

### Reception:

Attendance  
Location (Plaza or Little Theatre)  
Catering

### Press:

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

### Merchandise:

Staffed by (Ford or vendor)  
Types of merchandise  
Number of vendors

### Other Plaza Activities:

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

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**Event Services Manager**  
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