

## Front of House Checklist

[Inside] the Ford Theatre - 2011/2012 Winter Partnership Season

Contact: Event Services Manager, Bill Berry 323-769-2170

- The Ford will furnish one house manager for final dress and 30 performances. Any further use of the theatre space (readings, pick-up rehearsals) may require a fee and must be okayed in advance by Bill.
- The house manager will open doors to theatre two hours before curtain unless extra time is requested in advance. For each show the house manager will communicate with the show's stage manager to coordinate show times, special seating, producer comps and any other production needs.
- All producers will need to furnish one person to sell concessions and one to take tickets for each performance. The Ford has a handful of volunteers who can take some shifts as ticket takers if needed. All ticket stubs will be collected by the house manager at the end of each show.
- All concession sales go to the production. We prefer that the three producers work together to have a similar menu and prices. Items may include: coffee, baked goods, candy, water, sodas, beer and wine. Merchandise such as t-shirts may also be sold.
- If you sell beer and wine at your event, concessions salespeople must be over 21.
- No food or drink, other than water, may be brought into the theatre seating area.
- All Food concessions, including wrapped candies and snacks, must be stored in hard plastic sealable containers after every performance.
- The Ford has one small refrigerator available for storage in the [Inside] the Ford tech room. The Ford can provide ice for all shows and receptions.
- Opening night and closing night receptions are encouraged. We have space on the second floor. Please contact Bill to reserve the space.
- Free parking is available for all patrons and crew.

Congratulations, and welcome to the Ford Theatres.  
I look forward to working with you,

Bill Berry  
Event Services Manager, Ford Theatres  
LA County Arts Commission