

Ford Amphitheatre 2012 PRESS COMP INFORMATION

All press comps for Ford Amphitheatre season events go **through the office of the Director of Communications**. It is easier for the box office to receive press comp requests from only one source. You must submit all your comp requests to the Communications Department, **at least 2 working days prior** to your event either by email at **communications@arts.lacounty.gov** or fax at 213-580-0017. Fax or email the communications department as soon as possible if you have any last minute press comps. We will do our best to accommodate them.

Twenty **(20) seats for press comps** have been put aside **for each performance** by the Box Office. The 20 press comps are in addition to the 32 VIP comps allotted to you.

For reserved seat shows, the locations vary according to discipline. For general admission show, no particular seats are designated.

If your show is general admission but you want to block off a section of seats for press, please arrange this through Audience Services Manager Bill Berry, wberry@arts.lacounty.gov.

For reserved shows, the Communications Office assigns press seats.

PRESS PARKING - All press get comped parking BUT we have only about 4-5 spaces for press that are NOT in stacked parking. When you give us your press comp list, indicate those members of the press who should get non-stacked parking by marking them with an asterisk (*).

A **PRESS TABLE** is available for use by **your PR representative to check in and greet members of the press attending your event**. We recommend that your press representative be present at the table two hours before the start of your show and have press kits and copies of your printed program to hand out to press. To arrange for setup of the press table, please contact Audience Services Manager Bill Berry, wberry@arts.lacounty.gov

Attendance by a publicist or PR Representative is mandatory when still photographers or video crews are covering your event.