

LA STAGE

LA TIMES 'THE LIST' 2009 RESERVATION FORM

'The List' in the LA Stage Times runs in the LA Times in all sections Thursday through Sunday each week. Through a special arrangement with LA Stage Alliance and the LA Times, theatres may place a listing (organization name and production title only) in this section for only \$25 per week.

To be eligible to purchase a listing, an organization must:

- Be a Full Organizational Member or register under a Rider Agreement with LA Stage Alliance
- Have their production or event listed on LAStageAlliance.com by 9 AM on Monday of the week of the ad run. (This is required because listings do not include contact information—all patrons will be directed to the LA Stage Alliance website.)
- Pay their \$25 fee by 5 PM on the Monday of the week of the ad run.

Using this form, organizations may either reserve a listing week-by-week or may set up automatic listings and payments on a long term basis.

1. Contact Info

LASA Organizational Member:

Contact Name:

Phone:

Fax:

Email:

2. Automatic Listing Option

If you wish to be automatically charged to be included in the listings please put credit card information in the payment section and sign the following statement. If you use this option, you may skip step 3 on this form.

I hereby authorize LA Stage Alliance to charge my credit card on the Monday of each week in which I

have a production running in the ten days following the Thursday of the week's ad run, in the amount of \$25 per production running in that time frame. For this payment, the title of each production, accompanied by the name of my organization, will appear in the listings section of the LA Stage Times box, running each week in all editions of the LA Times, Thursday through Sunday.

(If you would prefer to pay for your automatic listings ahead of time by check or cash, please mail this form with your payment to the LA Stage Alliance offices. We will deduct your payment weekly on Mondays until your pre-paid amount is exhausted, at which point we will contact you for additional payments.)

Printed Name:

Position:

Authorizing Signature:

Date:

3. Weekly Ad Schedule

- If you do not wish to use the automatic listings service, please indicate which weeks you would like to list your production or event, and submit payment for those weeks.
- LA Stage Times runs every Thursday through Sunday (dates listed are Thursdays).
- Please indicate the weekend(s) you would like your listing to run by CIRCLING the date(s) at right.

Title of production(s):				
Feb 12	Feb 19*	Feb 26		
Mar 5	Mar 12	Mar 19	Mar 26	
Apr 2	Apr 9	Apr 16*	Apr 23	Apr 30
May 7	May 14	May 21	May 28*	
Jun 4	Jun 11	Jun 18	Jun 25	
Jul 2	Jul 9*	Jul 16	Jul 23	Jul 30
Aug 6	Aug 13	Aug 20	Aug 27	
Sep 3	Sep 10*	Sep 17	Sep 24	
Oct 1	Oct 8	Oct 15	Oct 22	Oct 29
Nov 5				

* Early Deadlines

4. Payment

Space Reservations will not be accepted unless guaranteed with complete credit card information

Credit Card #:	Exp:	Security Code:
Cardholder Name:		
Credit Card Billing Address:		
Authorizing Signature:	Date:	

Payment Method (Circle One)

Credit Card	Check (payable to LA Stage Alliance)	Money Order	Cash
Please send receipt to:			
at this Fax:		or Email:	

Credit Card payments will be charged at 5 pm Monday of the week in which the ad will run. Signatory authorizes LA Stage Alliance to place ads on the dates indicated above, guarantees payment and agrees to LA Stage Times Guidelines & Deadlines, including the 50% Cancellation Fee and authorizes additions to the ad schedule by fax, phone or email.

5. Submit

FAX completed form to 213.614.0561 or
 EMAIL to LASTAGETIMES@LASTAGEALLIANCE.COM
 Incomplete forms or forms submitted without complete credit card information will not be accepted.