

Box Office
Coordinator

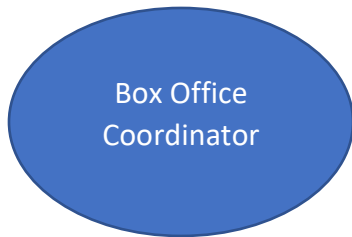
All rental inquiries should go to/begin with the BOC

- ✓ Date(s) or secondary dates are clear on the calendar
- ✓ Audio Technician available, if audio is required
- ✓ Approved BY CPM and CAD
- ✓ Signed documents return to the BOC
- ✓ BOC reaches out to client to collect app fee and deposit
(Due within 48 hours)
- ✓ HOLD added to calendar/replace with RENTAL after full
payment (due within 15 days)
- ✓ All documents required have been received: i.e. COI



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- ✓ Hard copy of file received (permit app and quote form)
- ✓ Schedule the production meeting within two working
days
- ✓ Instructions are clear to the technicians and facilities
team
- ✓ Appropriately schedule technicians and facilities team
members with manager.
- ✓ Schedule follow-up meetings with client and team
members
- ✓ Complete the facility inspection checklist form
- ✓ Obtain approval from CPM for inspection form
- ✓ Completed file is returned to the BOC
- ✓ Refund is processed within five business days upon
receiving the completed file
- ✓ All required paperwork to complete this transaction is
given to the Operations Manager



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- ✓ All forms (permit(s), production/event form) have been uploaded
on the calendar
- ✓ A hard copy of the production/event form and any additional set-up
information has been placed in the red folder