

DIGITAL TICKETING SERVICES

Work Order (WO) Instructions

Since the services to be provided by the bench digital ticketing vendors/contractors do not impose any charges to the District, the Work Order form takes place of the PO creation in SAP and protects the schools to receiving the services as requested and payout to their accounts. *Remember, school personnel are not authorized to sign off on any documents drafted by the vendors/contractors.*

Work Order – Request for Services Instructions:

1. Use/complete all the information in the attached Work Order (WO) form to initiate services from either company in the bench contract of your choice. There's an attachment for each vendor's scope of work and fee schedule (pricing).
 - **Scope** – describe the nature of expected service, see attached Exhibit A for details of what the vendors can offer and compare it to the school needs.
 - **Period of Performance** – state the time frame of the event. For example: Soccer Games Season, from 10/15/23 thru 11/30/23 or Prom Night, 6/15/24. Do not “state entire school year” because it implies that you'll be contracting the same vendor for the entire year.
 - **Deliverables** – list the name(s) and titles of the school personnel that will need training to access the vendor's platform. List all the suggested social media you want your event to be promoted and information on how to access the ticketing platform. Share your mascot pic, school colors, etc.
 - Work with vendor/contractor as to where and how the event ACH transfer payout from vendor to school account.
2. School rep to email WO form to vendor.
3. Upon receipt of WO form, vendor/contractor to review and sign off for acknowledgment of requested service and email it back to school personnel along with their quote. Pricing must be the same as negotiated by procurement, never higher.
4. School principal or designee to sign off WO form authorizing request for services.
5. School rep to email back vendor the authorized WO form so that they may start services.

Bench – Digital Ticketing Services Vendors

A) Home Town Ticketing, Inc.

Contact information:

Jeff Cole, Director of Sales

Phone: (866) 488-4849

Email: Jeff.cole@hometownticketing.com

B) Huddle Tickets, LLC dba GoFan

Contact information:

Rebecca Stewart, Regional Sales Manager

Phone: (404) 216-2276

Email: Rebecca.stewart@playonsports.com

For any contracting issues, please contact:

Nohemi Flores-Escobar, Contract Admin Analyst, Procurement Services Division

Email: nohemi.flores@lausd.net