



Season VI Orientation **COMMUNITY ARTS PARTNERSHIP**

June 17, 2026 | 6:00PM



Capital Wind Symphony | November 9, 2025



Vienna Jammers | May 9, 2026



Kelley Choi

Director of Grants & Community Partnerships

kchoi@artsfairfax.com



Kelley Choi serves as the Director of Grants & Community Partnerships for ArtsFairfax, where she leads the organization's grantmaking programs and fosters relationships with local arts and culture organizations. She joined ArtsFairfax in 2023.

Prior to this role, Kelley was Manager of Metro DC/MD/VA Services for the Wolf Trap Foundation's Institute for Early Learning Through the Arts. There, she developed and managed partnerships, residencies, and professional development workshops with school districts, early childhood centers, and community programs throughout the region. Her earlier experience includes serving as a Teaching Artist with Wolf Trap, a stay-at-home parent, and an Elementary Band and Orchestra teacher with the Amphitheater School District in Tucson, Arizona.

In the local arts community, Kelley actively participates in multiple committees, including the Fairfax County Arts Committee and the Public Art Master Plan Committee. Kelley is an engaged member of Grantmakers in the Arts has served as a panelist, reviewing grant applications neighboring local arts agencies. She holds a Bachelor of Music in Music Education from James Madison University.

CAPITAL ONE HALL



STACY
General Manager



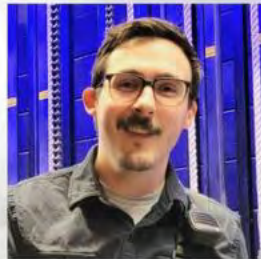
TATUM
Sales and Events Director



KEN
F&B Director



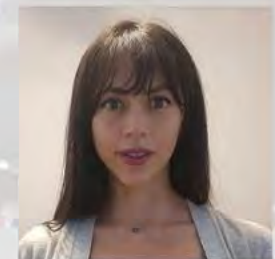
GERARD
Booking Director



JP
Technical Director



CRISTINA
Marketing Director



CHRISTINA
Finance Director

CAPITAL ONE HALL



LUCIANA

Human Resources Manager



BAILEY

Production Manager



LAUREN

Marketing Manager



LUIS

Food and Beverage Manager



RUBEN

Sales and Events Manager



ANNIE

Production Manager



JACQUE

Box Office Manager



MADISON

Sales Coordinator



AUBRIE

Production Coordinator



JONATHAN

Operations Manager



BROOKE

Operations Manager



JORDYN

Booking Coordinator



LUKE

Banquet / IT Manager



HARLEEN

Senior Accountant



JAMIE

F&B Supervisor

OUR BUILDING



Main Theater

- Capacity: 1562
 - Orchestra Level Seats: 828



Black Box Theater

- Capacity:
 - Seated: 223
 - Standing (GA): 300



SEASON TIMELINE

DATE	EVENT
Friday, May 1, 2026	Season VII Application Closes
Sunday, June 14, 2026	Season V Ends
Wednesday, June 17, 2026 - Today!	Season VI Orientation Session
Tuesday, July 14, 2026	Community Arts Partnership 5 Year Celebration
Friday, September 11, 2026	Season VI Begins

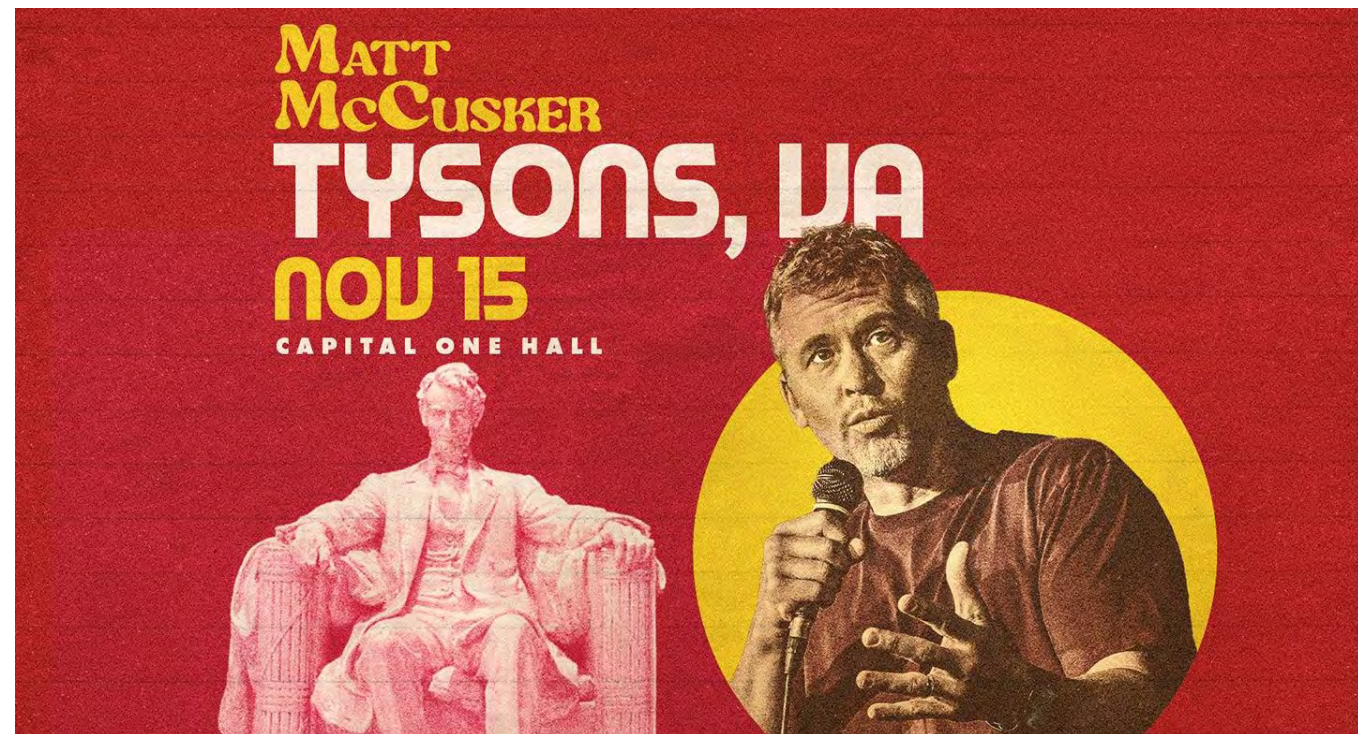
ANNOUNCE / ON-SALE

- Tickets on sale at least 60 days prior to show date
 - Earlier announces can be arranged
- We can announce and put your show on sale when the following has been provided:
 - Ticket Build Form
 - Marketing Assets
 - 1440x780, 380x250, 1080x1080
 - 1080x1350 (New IG Size)
 - Images, video, poster, interviews, etc.
 - Marketing Plan
 - Marketing Budget
 - Show Description
 - Social Media Handles / Website





380x250



1440x780

BOX OFFICE

- Recommended – Single Price Level General Admission
- Orchestra Only Seating Until Sales Reach ~800
- Comps (given to VIPs, families, etc.)
 - Complete Box Office Comp Form with name, # of tickets, and cell phone number
 - Option A: Text tickets to patrons in advance
 - Option B: Box Office Will Call
- Ticketing Fees
 - \$1.40 Per ticket
 - Ticketmaster Purchases: 2.55% Credit Card Fee
 - Box Office Purchases: 4% Credit Card Fee

MARKETING

Standard Marketing Package (Included in Program Allotments)

- Show Page on CapitalOneHall.com
- Announce/On-Sale Inclusion:
 - X (FKA Twitter), Facebook, Instagram
 - Venue Newsletter
 - Event Listing Flyer
 - Press Release Distribution (when applicable)
 - Local Listings (Beacon.com, FXVA.com, etc.)

Additional Services (Marketing Budget Required):

- Paid Advertising Placement / Consulting
- Content Creation / Graphic Design Assistance

PRODUCTION TEAM



JP
Technical Director



ANNIE
Production Manager



AUBRIE
Production Coordinator

PRODUCTION

- **Expect an email from JP, Annie, or Aubrie**
- Provide preliminary info:
 - Technical Rider / Run-Of-Show
 - Schedule for Each Rental Day
 - Required Labor (A1, L1, V1, Stagehands, Rigging, Show Caller)
 - List of Vehicles / Deliveries
 - Any Hospitality/Catering Requests

OPERATIONS TEAM



BROOKE
Operations Manager



JONATHAN
Operations Manager

OPERATIONS

- **Expect an email from Brooke or Jonathan**
 - Complete COH Operations Intake
 - Arrival and Departure Times
 - Tabling and Pre/Post-Show Activations
 - Security Needs
 - Signage, Programs, Etc.

FOOD AND BEVERAGE

- Personal water and snack permitted for each performer
- Cash bar open for all shows
 - Menu is subject to change but generally includes non-alcoholic beverages, alcoholic drinks, chicken tenders, etc.
- For backstage catering, email production (mainly Aubrie)
 - Advance meals if required for performers and/or artists
 - Includes water jugs, snacks, etc.

EXPENSES

S6

Main Theater Rent - \$1,950

Included under Rent:

- ☐ Police: (1) if required
- ☐ EMT: (1) if required
- ☐ Event Security: up to 3 people for 6 hours
- ☐ Bag Checkers: up to 4 people for 4 hours each
- ☐ Ushers/Ticket Takers: up to 6 people for 4 hours each
- ☐ Existing In-House Sound & Lighting Equipment
- ☐ Box Office: up to 2 people for 4 hours each
- ☐ Event House Keeping: up to 1 person for 6 hours
- ☐ Post Show Cleaning: up to \$1,000
- ☐ Sound Technician: up to 1 person for 10 hours
- ☐ Lighting Technician: up to 1 person for 10 hours
- ☐ Operations: up to 1 person for 10 hours
- ☐ Use of Orchestra Shell and (4) Stagehand Hours to Move the Orchestra Shell (if applicable)

S6

The Vault Rent - \$500

Included under Rent:

- ☐ Police: (1) if required
- ☐ EMT: (1) if required
- ☐ Event Security: up to 3 people for 6 hours
- ☐ Bag Checkers: up to 2 people for 4 hours
- ☐ Ushers/Ticket Takers: up to 4 people for 3 hours each
- ☐ Operations: up to 1 person for 10 hours
- ☐ Existing In-House Sound & Lighting Equipment
- ☐ Sound Technician: up to 1 person for 10 hours
- ☐ Lighting Technician: up to 1 person for 10 hours
- ☐ Box Office: up to 1 person for 5 hours
- ☐ Post Show Cleaning: up to \$500

COST SAVING MEASURES

- 10-Hour Days
 - If longer, adjust rehearsal structure
- Use of Dressing Rooms (3rd vs 4th floor)
- In-House Equipment / Operation
 - What is possible using the (2) included technicians (L1 & A1)?

EXCLUSIONS

- Traffic control
- Stagehands
- Rigging
- Video Technicians

PARKING

- Patron parking located at "C2"
- Performer & staff parking located in "Hotel / Event" level 6 and above
 - Take south elevator (hotel side) to level 4R, enter through backstage door (staffed by security or client)
- North Loading Dock available for trucks, vans, personal vehicles as determined by Capital One Hall.
- Parking Validation Allotments: 10 parking validations
 - Any further validations will be \$8/validation placed in the settlement
- Pick-Up/Drop-off at North Loading Dock is required for shows with youth (non-driving) performers. Parents of performers not permitted to park in Hotel / Event lot.
 - If there are any accommodations for pick-up/drop-off for large groups, please advance with the Operations team (Brooke/Jonathan)
- Any parking in front of the main entrance of Capital One Hall is not permitted without prior approval from the General Manager (including buses, large passenger vans, etc.)

495

PERFORMER/
STAFF PARKING



SCOTTS CROSSING



The Watermark Hotel
Booking.com - Hotels

COH

C2

DOLLEY
MADISON