



November 5, 2022

Salt Lake County Council
2001 South State Street, Ste N2-200
Salt Lake City, UT 84114

JENNIFER WILSON
Mayor

ERIN LITVACK
Deputy Mayor &
Chief Administrative Officer

ROBIN CHALHOUB
Department Director
Community Services

MATTHEW CASTILLO
Division Director
Arts & Culture

50 West 200 South
Salt Lake City, UT 84101

385-468-1010 - Phone
385-468-1005 - Fax
TTY: 7-1-1

RE: Arts & Culture Tickets Distribution Program Guidelines and Process
and Donation of Tickets for County-wide Employees

Dear Salt Lake County Council,

The Arts & Culture Division is seeking to implement a ticket distribution program that will cover two outstanding needs: (1) allow for the procurement and distribution of tickets to Arts & Culture employees, volunteers, and Advisory Board members for the purposes of professional development and job training, and (2) standardize the process for acceptance and distribution of tickets to County-wide employees as a de minimis fringe benefit.

As part of implementing this program, Arts & Culture respectfully requests approval from the Salt Lake County Council for the following:

1. Approval to require standard ticket hold under Arts & Culture venue space rental fee for distribution of tickets to Arts & Culture employees, volunteers, and Advisory Board members per the attached "Arts & Culture Ticket Distribution Program Guidelines and Process" document
2. Approval of donation of 200 tickets from MagicSpace Entertainment for County-wide employees to Mannheim Steamroller concert at the Eccles Theater on December 30 at 3pm

This program will have a minimal financial impact as tickets used for this purpose will primarily come from unsold ticket inventory. In contrast, this will provide crucial opportunity for Arts & Culture division employees and volunteers to obtain professional development in their industry. This will also provide a standardized and streamlined method for acceptance and distribution of tickets to County-wide employees that will help enrich employees' experience as a County employee.

Sincerely

A handwritten signature in black ink that reads "Matt Castillo".

Matt Castillo
Division Director, Salt Lake County Arts & Culture

Attached: Arts & Culture Distribution Program Guidelines and Process
Declaration of Donation Form from MagicSpace Entertainment for donation of 200 tickets

Cc: Robin Chalhoub, Community Services Department Director
Salt Lake County Mayor Jenny Wilson