

Event Order



Event Order #	897-65-65-162	Account:	Broadway Across America
Event Name:	SIX: The Musical	Address:	850 Broadway Ave. Haven, CT 56892
Event Date(s):	7/14/2022 - 7/17/2022	Contact:	Dorothy Ward
Event Manager:	Daisy Detailer	Phone:	(897) 435-6785
Catering Manager:	Vivian Viewer	Email:	dward@broadwayacrossamerica.org

Event Staff Assignments

Catering Sales Manager:	Vivian Viewer	vivian@hpac.org
Event Manager:	Daisy Detailer	daisy@hpac.org

Function Staff Assignments

Thu, 7/14/2022	Performance 1	House Manager:	Paulie Programmer
Thu, 7/14/2022	Performance 1	Production Manager:	Belinda Boss

Event Contacts

Agent	Dorothy Ward	(897) 435-6785	dward@broadwayacrossamerica.org
	Philip Conrad	(919) 345-6789	pconrad@btmggroups.com
	Jennifer Gray		jgray@btm.org

Function Schedule

Date	Time	Thu,	Function	Room	Room Setup	AGR	EXP	GTD
7/14/2022	6:00A	7:00A	Load In	Lin Loading Dock 1				
			Wardrobe Load In	Jefferson Principal Dressing Room				
	11:00A-1:00P		Audio/Crew Lunch	Washington Principal Dressing Room	3 66" Rounds with 8 Chairs per Table	15	20	25
	1:00P		Load In Continues	Lin Loading Dock 1	Existing			
	5:00P-6:00P		Audio/Crew Dinner	Washington Principal Dressing Room		15	20	25
	6:00P		Sound Check	Burr Theatre				
	7:00P		Lobby Doors Open	John Laurens Lobby				
	7:00P		Show Call					
	7:30P		House Opens	Full Burr Theatre				
	7:30P		Member's Lounge	Charles Lee Founder's Lounge	Scattered Cocktail Tables			
	8:00P-10:30P		Performance 1					
	9:30P-9:50P		Intermission	John Laurens Lobby				
	11:30P		Building Closed					

Department Requirements

Food and Beverage

Thursday, Jul 14, 2022

Audio/Crew Lunch **Washington Principal Dressing Room** **11:00A-1:00P**

Qty	Item/Instruction
25	Home Cookin' Buffet 10:30A - Variety Salad Bar to include variety of salad items and assorted dressings Vegetable Lentil Soup Balsamic and Black Pepper Salmon Lemon Sage Chicken Savory Beef Pot Roast Stuffed Savory Spaghetti Squash Mashed Potatoes Vegetable Medley Parmesan Garlic Asparagus Cheese Board Assorted Bread Basket Cheesecake Display Drinks, extended all day beverage service as per Rider

Audio/Crew Dinner **Washington Principal Dressing Room** **5:00P-6:00P**

Qty	Item/Instruction
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Food and Beverage**Audio/Crew Dinner** **Washington Principal Dressing Room** **5:00P-6:00P**

25 **Fiesta Buffet**
 Variety Salad Bar Table; variety of salad items and assorted dressings
 Farmhouse Panini sandwich bar, assorted meat and cheeses
 Stuffed Pablano Peppers (vegetarian)
 Zesty Jackfruit Street Tacos
 Mexican Vegetarian Soup
 Pork Carne Asada
 Beef Street Tacos
 Full Nacho Bar
 Refried Beans
 Lime Cilantro Rice
 Mexican Style Corn and Peas
 Aztec Brownies
 Fresh Fruit
 Juicer Bar

Performance 1 **8:00P-10:30P**

Qty **Item/Instruction**
Extra Lobby Bars:
 Yes, 2 roll up bars. One placed in east lobby and one placed on second floor west lobby.
Catering:
 Load out will be 5.5 hours
 The Tour will arrange their own pre-load out meal
 Lunch and dinner catering confirmed - 11AM -1PM Lunch; 5PM-6PM Dinner

Operations**Thursday, Jul 14, 2022****Audio/Crew Lunch** **Washington Principal Dressing Room** **11:00A-1:00P**

Qty **Item/Instruction**
 3 **66" Round**

Member's Lounge **Charles Lee Founder's Lounge** **7:30P**

Qty **Item/Instruction**
 5 **Low Cocktail**
 8 **Tall Cocktail**

Box Office**Thursday, Jul 14, 2022****Performance 1** **8:00P-10:30P**

Qty **Item/Instruction**
Attendance:
 2234 Tickets as of 11.11.2022
Seating:
 All levels open - reserved seating.
Lottery/Rush:
 Lottery to begin at 6:30PM at Box Office; 5 seats will be available during the Lottery.

Front of House**Thursday, Jul 14, 2022****Show Call** **7:00P**

Qty **Item/Instruction**
 1 x 5.00 / Hour **House Manager** 6:00P - 11:00P
 10 x 4.50 / Hour **Usher** 6:30P - 11:00P

Performance 1 **8:00P-10:30P**

Qty **Item/Instruction**
Run Time
 2 Hours with Intermission
Run Time Breakdown
 Act I: 1 Hour
 Intermission: 20 Minutes
 Act II: 40 Minutes
Show Start
 5 minutes after advertised curtain
Camera/Video Policy
 Standard Broadway Policy: Photos and Videos of any kind are strictly prohibited.
Late Seating
 8 Minutes into Act I; hold patrons in lobby, not vestibules

Front of House

Performance 1		8:00P-10:30P
	In House Movement	
	In house movement during Act II at 15 mins in	
	Programs & Inserts	
	Programandinsertsdelivered on July 12th at Box Office	
	Special Effects	
	Strobe lights and haze in Act I; place applicable signage at all entries	
	Food & Drink	
	VenueFood& Drink permitted; all outside beverages are prohibited	
	Backstage Access	
	If anyone requests to see a member of the company after the performance, they should be directed to the STAGE DOOR. Please monitor all pass doors/curtains to ensure that no person be admitted to the backstage area at any time unless they are part of the production.	
	Lobby Music	
	Marketing Track	

Housekeeping

Thursday, Jul 14, 2022

Show Call		7:00P
Qty	Item/Instruction	
1 x 6.00 / Hour	Housekeeping	6:00P - 11:45P
Performance 1		8:00P-10:30P
Qty	Item/Instruction	
	Special Notes	
	Clean lobby & restrooms between performances	
	Empty trash backstage each night	
	Sound Check	
	Opening night sound check is 5:30pm. Any maintenance, cleaning, or noisy activity should be schedule outside rehearsal hours.	

Parking

Thursday, Jul 14, 2022

Performance 1		8:00P-10:30P
Qty	Item/Instruction	
	Angelica Lot	
	Tour Buses and Trailers ONLY	
	Eliza Lot	
	Patron parking; \$7 parking	
	Valet	
	On Mulligan St. for all performances.	

Production

Thursday, Jul 14, 2022

Load In	Lin Loading Dock 1	6:00A
Qty	Item/Instruction	
1 x 12.00 / Hour	Stagehand Supervisor	5:30A - 5:30P
2	Follow Spot	
1	Orchestra Shell	
4 x 11.00 / Hour	Stagehand	6:00A - 5:00P
	4-Hour Minimum	
Show Call		7:00P
Qty	Item/Instruction	
3 x 4.00 / Hour	Follow Spot Operator	7:00P - 11:00P
Performance 1		8:00P-10:30P
Qty	Item/Instruction	
	Trucks	
	5 Trucks and 2 tour buses	
	Seat Kills	
	Orch Left Seats 104-110 and Orch Right Seats 103-109	
	Stage Announce	
	Broadway Standard	
	Gobos	
	Standard HPAC Marketing GOBOS	

Production**Performance 1****8:00P-10:30P****Wardrobe***Dressing Rooms will be assigned upon company arrival.***Security****Thursday, Jul 14, 2022****Load In****Lin Loading Dock 1****6:00A**

<u>Qty</u>	<u>Item/Instruction</u>	
1 x 7.50 / Hour	Security Guard	5:30A - 1:00P
1 x 6.00 / Hour	Security Guard	12:00P - 6:00P

Show Call**7:00P**

<u>Qty</u>	<u>Item/Instruction</u>	
4 x 4.50 / Hour	Security Guard	6:30P - 11:00P
1 x 4.00 / Hour	EMT	7:00P - 11:00P

Performance 1**8:00P-10:30P**

<u>Qty</u>	<u>Item/Instruction</u>	
	Stage Door	<i>Open to performers and crew only. Check credentials upon entry.</i>
	Dock	<i>Dock access available for Crew ONLY. Please advise staff to park in Lot Q.</i>
	Traffic Officer	<i>Traffic Officer needed on the corner of Madison and Jefferson St. at 5pm to begin directing traffic. Officer will be needed at the end of show for traffic duty at the same location.</i>
	COVID Precautions	<i>All crew and performers will enter through stage door and will go through health screenings upon arrival each day. Masks are required unless a performer is performing. Social distancing is required whenever possible. Capacity may be limited following local guidelines and mandates. Backstage access is off-limits to anyone not working the event.</i>