

**STREET USE PERMIT APPLICATION**

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

PARKS\*11FEB11PM 2:58

**EVENT INFORMATION**

Name of Event Opera in the Park

Event Organizer/Sponsor Madison Opera

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

If Yes, provide State of Wisconsin Tax Exempt Number 038987

Address 3414 Monroe St Madison, WI 53711

City/State/Zip \_\_\_\_\_

Primary Contact Karra Beach FAX \_\_\_\_\_

Work Phone 608-238-8085 Phone During Event 608-217-4570

E-mail Karrajean@uwalumni.com

Website www.madisonopera.org

Secondary Contact Tim McCue

Work Phone 608-238-8085 Phone During Event 608-445-1894

E-mail \_\_\_\_\_

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 10,000 - 12,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 3pm to 11pm  Yes  No

**EVENT CATEGORY**

- Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other \_\_\_\_\_

**LOCATION REQUESTED**

- Capitol Square (note specific blocks below)  Podium/700-800 State Street  
 30 on the Square (a.k.a. top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: S. Rosa Rd from Mineral Point Rd to Driftwood Ave  
25ft West on Driftwood & 50ft East on S. Hill Rd

**EVENT DATE(S)/SCHEDULE**

Date(s) of Event (including set-up and take-down) July 16, 2011 Rain Date(s) July 17, 2011

Event Start Date(s)/Time(s) July 16 @ 8pm Set-Up Date(s)/Time for Event July 14 ~ 2pm

Event End Date(s)/Time(s) 10:30 or 11pm Take-Down Time July 17 - 11pm

Take-Down Time: start to streets reopened

**APPLICATION SIGNATURE**

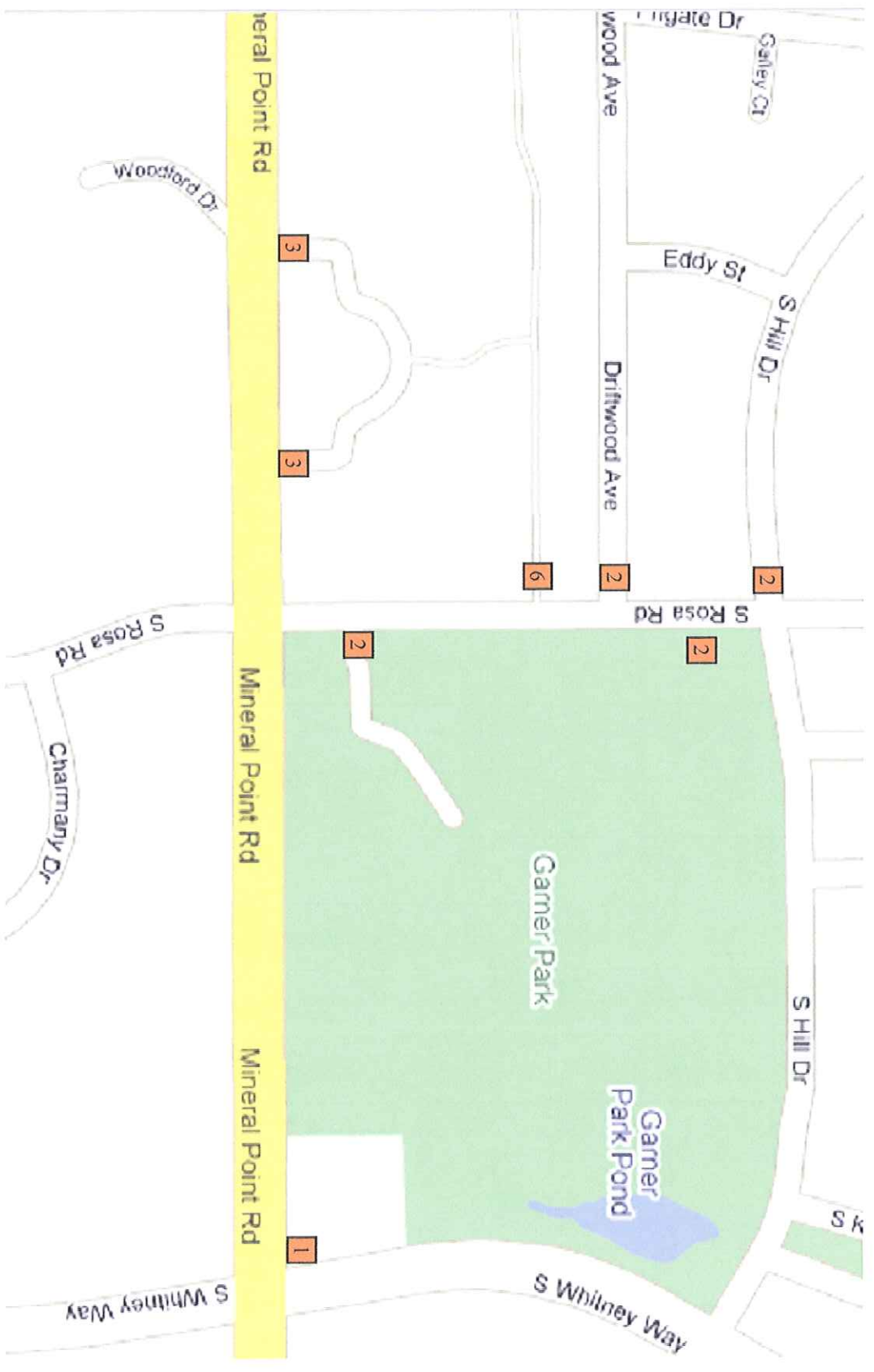
I/We waive the 21-day decision requirement. KJB (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Karra Beach Date 2/9/11

# Opera in the Park 2010 Barricade Map



## Opera in the Park Schedule

### Sunday AM

Corner Road Sign put up at corner of Rosa and Mineral Point Rd

### Wednesday

“No Parking” signs put up

### Thursday

8:00 am – Technical Director picks up necessary event items. The truck will be parked on the street overnight.

2:00 pm – Forces arrives with generators, house lights & cables. Billy will meet delivery.

2:00 pm – AA Sound arrives with stage

2:00 pm – IA Crew arrives. Cable is run, stage is placed and FOH is set up.

3:00 pm – Culligan Water arrives with water coolers (between 3pm and 4pm)

5:00 pm – Capital City arrives with tents

6:30 pm – End crew call, MPI Security Guard arrives

### Friday

8:00 am – Start Crew call

9:00 am – Vendor deliveries begin to arrive:

- Port-a-Potties
- Waste Management
- City parks will drop off trash & recycling bins Fri (or earlier)
- Golf Carts

10:00 am – Coffee break for crew

10:30 am – Volunteers arrive to set up tables, chairs, VIP seating (only half)

12:00 pm – Sandwiches picked up for lunch, Tim set up back stage areas

12:30 pm – Lunch for Crew and Staff

1:00 pm – Start afternoon call, MSO Arrives; set orchestra risers & orchestra, Programs, hats, and shirts arrive, VIP Seating finished once MSO is done unloading

2:00 pm – Start light focus, Run intercom, finish VIP seating, Banners put up

5:00 pm – Sound touch ups, patch lighting, Senior centers arrive with chairs

5:30 pm – Pick up dinner at Uno’s Mineral Point Dr, set dressing done, Tim set up Garner Park Parking Lot barricades

6:00 pm – Dinner for Crew, Chorus arrives (chorus warm ups)

6:30 pm – Artists arrive

7:00 pm – Rehearsal begins

10:00 pm – Rehearsal ends, Night focus begins

11:00 pm –MPI security guard arrives, end Focus call

## **Saturday**

- 9:00 am – Staff on site, Security leaves, parking volunteers arrive (Garner Lot)
- 10:00 am – Chocolate Shoppe Arrives
- 12:00 pm – First wave of volunteers arrive, sign volunteers arrive & put signs up
- 3:00 pm – Light and Sound Check
- 4:30 pm – Check in Volunteers arrive, Minh meets Karra & Laura at shelter to hand off envelopes for volunteers, Lt. David Jugovich arrives
- 5:00 pm – Spots ops arrive, Pull Canopy @ FOH, Golf cart drivers, Ushers, Program table attendants, Donation callers arrive, Opera merchandise table staff arrive, WPR staff arrive, Parking Enforcement officers arrive
- 5:30 pm – Sandwiches picked up for crew dinner
- 6:00 pm – Dinner for Crew, Officers arrive for patrol
- 6:00 pm – Prelude Dinner Beverage Service Begins, Color Guard Arrives  
Rite Way Busses Arrive at Memorial High School for chorus and symphony
- 7:00 pm – Show call, Choir warm up
- 8:00 pm – Show start (see cue sheet)
- Intermission – Ushers & Program Tables resume sales  
2 Volunteers near Port-a-Potties by backstop just in case there's a need
- 10:30 pm – Load out crew arrives
- 10:30 pm – Estimated show conclusion, post show reception begins in VIP tent
- 11:00 pm – Post show reception ends, load out continues

## **Sunday**

- 6:00 am – Forces picks up generators
- 10:00 am – Clean up crew arrives

Please send all suggestions, comments, concerns that you feel should be addressed for next year to Karra.