

# PARK EVENT PERMIT APPLICATION

## Applicant

Jill Krynicki

335 W. Mifflin St  
Madison, WI 53703

**Email:** Krynicki@madisonopera.Org

**Phone:** (608) 238-8085

## Contact During Event

Jill Krynicki

335 W. Mifflin St  
Madison, WI 53703

**Email:** Krynicki@madisonopera.Org

**Phone:** (608) 238-8085

## Organizer/Sponsor

**Organization Name:** Madison Opera

**State Sales Tax Exemption Number. ES#:** 008-0000613183

**Is Organizer/Sponsor a 501(c)3 non-profit agency?**

## Event Information

**Are you applying for a NEW park event?:**

**Are you applying for a returning park event with significant changes?:**

**Name of Event:** Opera in the Park

**Estimated Attendance:** 12000

## Event Category

**Run/Walk:**

**Community Gathering:**

**Music/Concert:**

**Wedding/Private Gathering:**

**Fundraiser:**

**Athletic Competition:**

**Festival:**

**Other:**

**Rally:**

## Brief Narrative of Event:

orchestra concert with soloists

## Location Information

**Park Requested:** GARNER PARK

**Use of Shelter During Event:**

**Use of Shelter During Setup:**

## Event Schedule

**Event Recurrence:** One Day

SETUP DATE	SETUP START TIME	SETUP END TIME
07/19/2023	8:00 AM	8:30 PM
EVENT DATE	EVENT START DATE	EVENT END TIME
07/22/2023	8:00 PM	10:30 PM
CLEANUP DATE	CLEANUP START TIME	CLEANUP END TIME
07/23/2023	9:00 AM	5:00 PM

## Site Map

Each event application must include a detailed event site map with the following items as applicable:

- If the event includes a run/walk component on City streets and/or sidewalks; the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

A helpful online resource for route mapping is: [Map My Run](#)

**I understand I must attach a site map. I understand I must also attach a route map, if applicable:**

**Explain what impact you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?:**

The impact anticipated is an inconvenience to the immediate residents surrounding Garner Park, due to the number of patrons attending. We minimize neighborhood parking inconveniences by having the public park in University Research Park and CUNA. Only disabled parking is allowed on the neighborhood streets, limiting the amount of extraneous traffic. Madison Police are on site directing traffic before and after the event to reduce congestion. Signage is posted during the week prior alerting neighbors to the imminent parking restrictions for the event. The sound is projected toward the Garner Park hillside, away from neighbors to minimize noise annoyance.

**I understand I may be required to provide insurance for my event, as determined by the City Risk Manager:**

## Safety And Security

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, [Madison Fire](#) may review and make recommendations for emergency plan requirements.
- Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event.

## RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

**Emergency Action Plan** [PDF/ MS Word](#)

**I understand that I must submit the Emergency Action Plan:**

## Accessibility Plan

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event.

**Accessibility Plan Components [PDF](#) / [MS Word](#)**

For information and compliance contact Jason Glozier, Accessibility and Inclusion Specialist, at [jglozier@cityofmadison.com](mailto:jglozier@cityofmadison.com) or (608) 266-6511.

I understand I may be required to submit an Accessibility Plan, this requirement will be determined upon review of my application:

I understand I should include any accessibility setup in my site map:

**Permits Required - Vending**

Will food and/or merchandise be sold at the event?:

1

How many non-profit vendors?: 1

Is this a ticketed event?:

Are entry tickets being sold day-of, in the park?:

I understand I must submit a complete list of vendors and contact information for my event at least two weeks before the event date, if applicable:

**Public Amplification**

**Public Amplification Permit(\$):** By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Will there be amplification at the event?:

Type of amplified sound:

Live Music:

Sound System:

Speeches/Announcements:

Other:

If Other, Please Describe:

orchestra with vocal soloists and emcees

Public Amplification Star Date	Public Amplification Star Time	Public Amplification End Date	Public Amplification End Time
07/21/2023	7pm	07/21/2023	10pm
07/22/2023	5pm	07/22/2023	11pm

**Cleanup And Recycling**

Will you be providing your own receptacles?:

Will you be renting additional Parks receptacles (\$)?:

**Trash Barrels:** 24  
**Recycling Barrels:** 24  
**Dumpsters:** 0

### Temporary Structure Permit

Temporary structures include, but are not limited to, tents larger than 10x10, staging, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

If you are erecting a tent in excess of 400 sq. ft. You are also required to apply for a Tent License through the City of Madison Fire Department. An application is available online: [Annual Tent License Application](#), (608) 266-4200.

**Will temporary structures be set up at the event?:**

**Tents:** 2

**Staging:** 1

**Inflatables:** 0

**Trailer:** 1

**Description:** Stage: 32ft x 32ft Intellasound stage - same as in 2022, Tents: one 60x100 ft, two 30x30ft, RV camper dressing room

**I understand I must call Diggers Hotline if I am putting up a temporary structure:**

### Marketing

Conditional approval of the event is required before promoting, marketing, or advertising the event.

**Do you want this included in the Madison Parks online calendar of events?:**

**Is registration required?:**

**Cost of Registration:**

**Event Website:** www.madisonopera.org

### Brief description of the event for Parks online Event Calendar:

Opera in the Park, Madison Opera's gift to the community, is a night like no other. In beautiful Garner Park, the stars come out in the sky, the light sticks glow in the audience, and world-renowned singers share their favorite opera and musical songs with the Madison Opera Chorus and Madison Symphony Orchestra.

**Opera in the Park Schedule - 2023** as of 1/4/2023, subject to change

<b>Monday, July 17</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
9:30 AM			Opera Staff Meeting, Jill picks up Park keys, no parking signs? place Panera & Jimmy Johns orders		
10:00 AM		2 Street Banners put up, meet at Rosa/Mineral Pt corner	Jill- street banners		
7:00 PM			7:00-9:30 PM Chorus Music at MOC		

<b>Tuesday, July 18</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM			Jill picks up hardware store, Target		
7:00 PM			7:00-9:30 PM Chorus Music at MOC		

<b>Wednesday, July 19</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM	Billy & Steve pick up Ryder truck, load items, plywood for generators at warehouse, OC, Full Compass	"No Parking" Signs put up & call in- Brian & Tim			
tbd	TD meets Sunbelt	Sunbelt (generators) arrives			
8:30pm	Security overnight detail starts		Jill meets Security		

<b>Thursday, July 20</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
9:00 AM	TD meets Sunbelt, Security departs	Sunbelt (scaffold), Golf Carts, Total Water (9a-12p) arrive			
10:00 AM	TD places stage in park	Intellasond arrives	10:30 Pick up radios @General Communication		
12:00 PM	IA Crew Call: run cable, set side stage scaffolding & FOH, unload motors, lighting	Sunbelt Scaffold arrives		PA brings banners to park	
1:00 PM			1:00-4:00p Sitzprobe at OC		
2:30 PM	Coffee Break			Chris picks up and sets up coffee break	
4:00 PM	(Capital City tents arrives)	Capital City Tents Arrive			
5:00 PM	Dinner break - Crew leaves park, TD picks up MSO w/ Ryder				
6:00 PM	Crew call resumes, load in MSO			Kate: Karra & Adam hang banners	
7:00 PM			7:00-9:30p Chorus Music w/ John at MOC (Kathryn)		
8:00 PM	End Crew Call, lighting continues, Security arrives	Park golf carts in orch tent		Susan meets Security detail	
11:00 PM	End Lighting				

<b>Friday, July 21</b>					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
8:00 AM	Begin crew call, Sound work all day, Security departs				
9:00 AM	Sunbelt delivers House Lights, TD picks up generator at AtoZ	Vendors arrive: Bucky's, Sunbelt house lights. Fire Dept stopping by today		Susan & Kate do bins, PAs at office to load cars, go to park	AM Merchandise delivered to shelter
9:30 AM			Jill picks up Panera coffee/bagels		
10:00 AM	Coffee Break	Grounds Crew arrive: fencing, place program tables	Coffee Break		

12:00 PM		Start backstage set up	Pick up Jimmy Johns order		
12:30 PM	Lunch Break	Lunch Break	Lunch Break		
1:00 PM	Crew call starts, Sound continues	Finish fencing & backstage (Oakwood arriving to set up their chairs)	PVC by prog tables, Set up audience chairs		Oakwood arriving around 1pm
2:00 PM	Run intercom, RV arriving	FOH fencing up	RV Arrives		Tshirts arrive?
4:00 PM	set up staging in VIP tent	Grounds Crew VIP tent tables, PVC, rope off section for videographer near FOH	Dinner coming from caterer, Beth at Park for VIP tent layout	lights in portapotties	
5:00 PM	Sound touch ups, patch lighting	5pm Grounds Crew Released		5:00-7:00 PAs set up VIP tables, program tables, PVC	Artists Arrive, Live at 5 interviews
5:30 PM		distribute barricades			
6:00 PM	Dinner for show crew & Sound check for Kathryn	Dinner Break	Dinner Break	Karra & Adam hang banners if not Thur	
7:00 PM	Start rehearsal			<b>Volunteer Emergency Plan Rehearsal</b>	
10:00 PM	Night Focus				
10:30 PM	Security arrives		Jill meets Security		

**Saturday, July 22**

Time	Crew	Grounds & Vendors	Jill & MO Staff	Kate & Volunteers	Misc
8:30 AM	Security departs	Prep for Grounds Crew arrival			
9:00 AM		Grounds Crew arrive: finish setting barricades, rope fence, PVC if nec	MO Staff on site for set up	Kate arrives, Get signs ready for sign volunteers, Susan arrives?	
11:00 AM		Coffee break		Begin to get tub stuff ready for volunteers, PAs arrive?	
12:00 PM				Signs & Set Up Vols	
1:00 PM		Grounds Crew released, Lunch break		Lunch break	
2:00 PM		Chocolate Shoppe arrives		Parking Vols start, PAs cover Vol check in	
3:00 PM	Light & Sound check		Start up RV		
4:00 PM				Check in Vols start	
4:30 PM		Police Capt arrive, EMS arrives, parks on basketball court	Jill orders Roman Candle for crew dinner		
5:00 PM		Police traffic control arr	Have a cart & driver at drop off for dinner guests	Tables, Golf Carts start	
5:30 PM	Voiceovers start				
6:00 PM	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent, police patrol begins	Dinner Break, Prelude dinner begins in VIP tent		
6:30 PM		Bus shuttle begins for Chorus/Symphony to S. Hill Dr			
7:00 PM	Show Call				
8:00 PM	Show Start (see cue sheet)	Show start	Show start	Show start	
Intermission		Stack tables & chairs from VIP tent start to take down fencing for exit	Begin packing up	Kate & Susan pack up Shelter Table vols resume	
10:30 PM	Load out crew arrives				Post Show reception
Post Show			Signs go in Jill's car	Tear Down Vols	
12:00 AM	Security arrives	approx End of day for Event staff, park golf carts in VIP tent	approx End of day for Event staff, park golf carts in VIP tent	Park golf carts in VIP tent	
2am	End load out, park golf carts in VIP tent				

**Sunday, July 23**

Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM		Bucky's picks up Potties			
9:45 AM	Security departs	prep for Grounds Crew	Jill arrives at Park		
10:00 AM		Security departs, Grounds Crew arrive: take down fence posts, clean up park. Park golf carts in CUNA	Jill takes down parking signs, walk park for litter, park golf carts in CUNA	Clean up Vols, PAs arrive: take down parking signs, walk park for litter, park golf carts in CUNA	
1:00 PM		Capital City Tents picks up	Jill takes signs, etc to office		

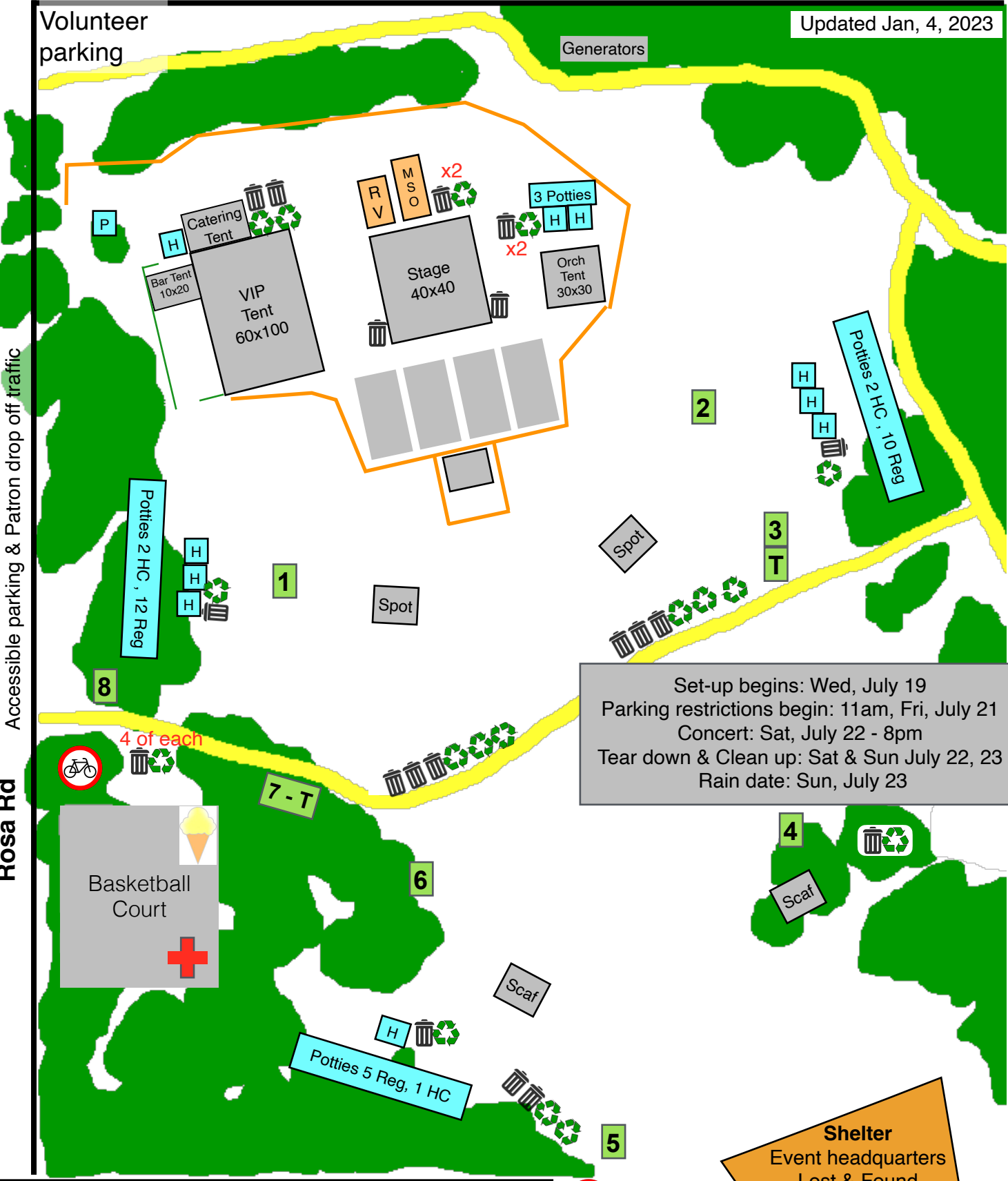
2:00 PM		Grounds Crew released			
	Billy returning OC risers, MOC stand/chairs, return Ryder Truck	Brian & Tim take fencing, etc to warehouse			
<b>Monday, July 24</b>					
<b>Time</b>	<b>Crew</b>	<b>Grounds &amp; Vendors</b>	<b>Jill &amp; MO Staff</b>	<b>Event &amp; Volunteers</b>	<b>Misc</b>
AM		Sunbelt picks up light towers, generator, scaffolding, Premier Golf Carts picks up from CUNA	Jill returns Radios, Park keys, Jen confirms Total Water pickup		

Wellspring Church-  
Volunteer parking

South Hill Dr- Crew Parking

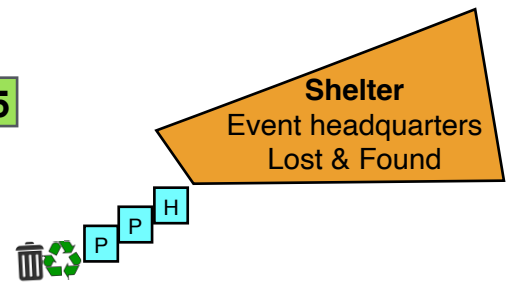
# Opera in the Park 2023

Updated Jan, 4, 2023



Set-up begins: Wed, July 19  
 Parking restrictions begin: 11am, Fri, July 21  
 Concert: Sat, July 22 - 8pm  
 Tear down & Clean up: Sat & Sun July 22, 23  
 Rain date: Sun, July 23

Key: # Program table, trash/recycling, handwashing  
 Bike parking, Chocolate Shoppe Stand  
 Ambulance & First Aid tent, fencing, T-shirt table





# **Madison Opera – Opera in the Park**

## **Emergency Evacuation Plan**

as of July 12, 2022

### **Table of Contents**

1. Emergency Plan Overview
2. Group Leader Information Sheet
3. Volunteer & Staff Information Sheet
4. Symphony Information Sheet
5. Chorus Information Sheet

# Madison Opera – Opera in the Park

## Emergency Evacuation Plan

as of July 12, 2022

### Emergency Plan Overview

#### **Group Leaders:**

Event Staff: Jill Krynicki (Event Manager) (608) 333-5443

Opera Staff, Conductor, Principals: Kathryn Smith (General Director) (253) 376-7067

Symphony: Ann Bowen (608) 516-1248

Chorus: Anthony Cao (608) 239-7869

Crew: Billy Larimore (Technical Director) (608) 345-9180

Volunteers: Susan Rathke (Volunteer Coordinator) (608) 345-2870

CUNA After-Hours Security (608) 665-7031

#### **Inclement Weather**

##### *During set up hours:*

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. In the event of heavy rain or dangerous weather, Group Leaders should use their best judgement in determining whether to wait it out or to evacuate the Park.

##### *For extreme heat:*

“Extreme heat” is defined by the CDC as “temperatures that are much hotter and/or humid than average.” In Madison, local weather services issue “extreme heat warnings” the same way they do other inclement weather warnings; all warnings should be taken seriously. Group Leaders should give personnel frequent breaks in shade, encourage drinking fluids frequently, using sunscreen, and wearing sun-protective clothing. Water and sports drinks are provided at the Park, and shade can be found under the shelter, trees, tents or personal vehicles with air conditioning.

All personnel should self-monitor for signs of heat-related illness, and be aware of symptoms in their colleagues.

Tips for preventing heat-related illness as recommended by the CDC:

<https://www.cdc.gov/disasters/extremeheat/heattips.html>

##### *For the Friday in-park rehearsal:*

If heavy rain, extreme heat, dangerous weather, or any other unforeseen occurrence causes a delay or change in the 7pm dress rehearsal, the procedures to change it will start by 4:45pm.

The decision to continue forward, delay, relocate, or postpone the rehearsal will be made by Kathryn Smith, General Director, who will immediately inform Jill Krynicki. If the rehearsal is moved indoors, it will be moved to the Overture Center. See Inclement Weather Protocol sheet (attached).

##### *For the day of the performance:*

If heavy rain, extreme heat, dangerous weather, or any other public safety issue arises that will affect the concert, the decision to either continue as scheduled or postpone until Sunday will be made by 4:45pm by Kathryn Smith, General Director. See Inclement Weather Protocol sheet (attached).

#### **Emergency Evacuation Only**

If an emergency situation arises requiring the immediate evacuation of the park, Volunteers, Event Staff, Opera Staff, and Police will be directed to their evacuation assignments. All available Police and Fire personnel will be directed to assist with the evacuation.

A public address message will be given by General Director Kathryn Smith directing all persons to immediately evacuate the park, return to their vehicles, and leave the area. Volunteer golf cart drivers should use their carts to assist those who need extra assistance exiting the park. Crew should assist with evacuating the stage. A traffic evacuation plan will be implemented to facilitate the expeditious departure of traffic (see Attachment A).

Barricades should be dropped off by Traffic Engineering at each intersection during event set up (see Attachment C).

Depending on the cause of the evacuation, everyone will be asked to either leave the area or stand by and be available at a nearby location. If asked to stand by, they should move to CUNA Garage A (see Attachment B) and remain there until directed. If asked to leave the area, Event Manager Jill Krynicki, Technical Director Billy Larimore, and Opera Staff should regroup at the Madison Opera Center; all others should go home or to a safe location.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

**Public Address Announcement – *Emergency Evacuation Only***

“Due to circumstances beyond our control, we regret to inform you that this event must be cancelled. You must leave the park immediately. Please return to your vehicles in an orderly fashion and leave the area.”

**Emergency Evacuation Requiring Shelter**

If an emergency situation arises requiring shelter, a public address announcement will be given by General Director Kathryn Smith directing all persons to evacuate to shelter. All available Police and Fire personnel will be directed to assist with the evacuation.

Staff, Principals, Chorus, Symphony, Crew, and Volunteers should seek shelter in CUNA Garage A, located at ground level immediately west of Rosa Rd and south of Driftwood Ave (see Attachment B). CUNA Security Staff will be contacted by Event Manager Jill Krynicki over radio to provide access to Garage A.

All patrons should evacuate the park and seek shelter elsewhere. Anyone unable to seek shelter immediately (i.e. traveling on foot, bicycle, public transportation, etc.) should shelter in CUNA Garage A. The garage does not have the capacity for all patrons.

Volunteers should gather in the front left corner of the garage. Staff should gather in the front of the garage. Chorus should gather on the left side of the garage. Symphony and Crew should gather in the front right corner. Any patrons should gather in the back of the garage.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with Police and Fire for the “all clear”.

**Public Address Announcements – *Emergency Evacuation Requiring Shelter:***

“A tornado warning/severe thunderstorm warning is in effect. You must leave the park immediately and seek shelter. Please return to your vehicles in an orderly fashion and leave the area. ”

**Emergency Evacuation for Criminal Act**

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will be given by General Director Kathryn Smith directing all persons to evacuate, if it is safe to do so.

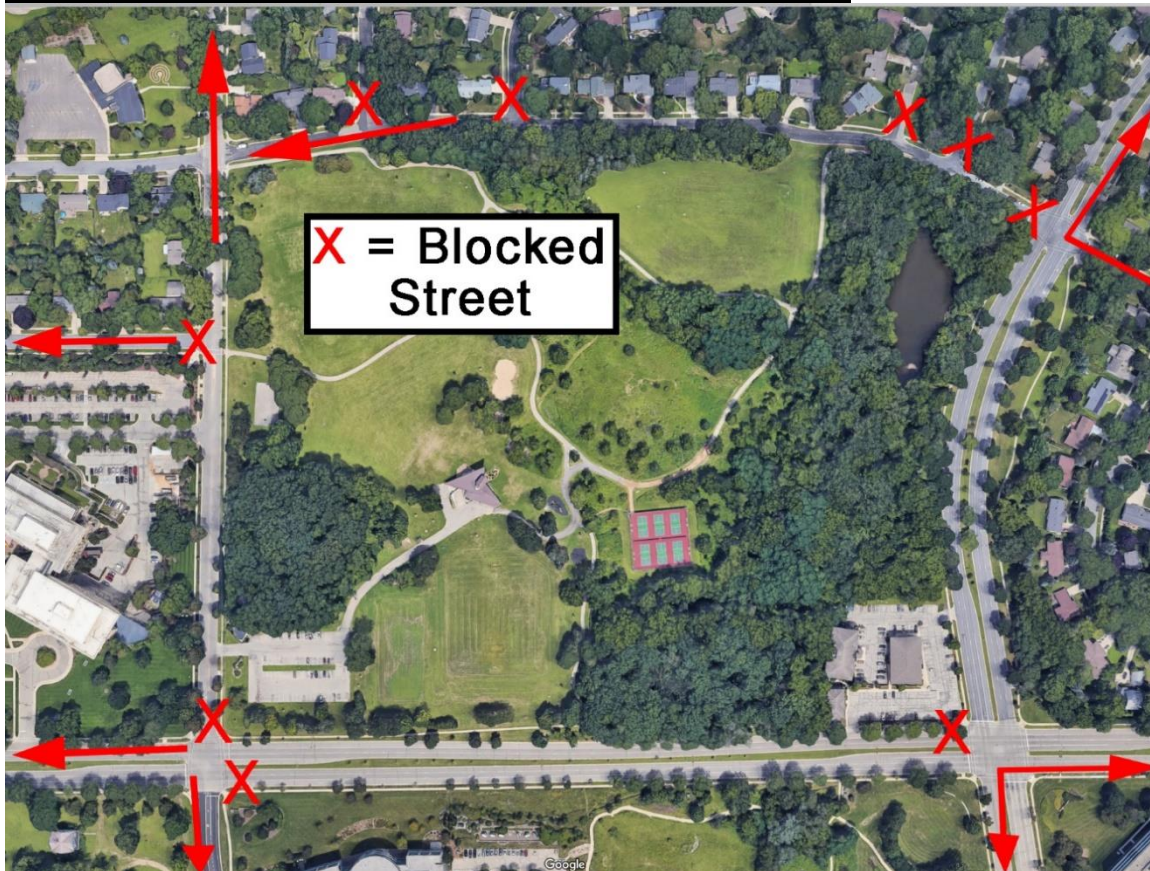
Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, inform your group leader and write down any details you remember from the incident. Group Leaders should check in with their group members and make sure they are all accounted for (have a group roster for this purpose).

Event Manager Jill Krynicki and General Director Kathryn Smith will check in with Group Leaders and will be in contact with Police and Fire for any further guidance.

**Public Address Announcement – *Emergency Evacuation for Criminal Act***  
“May I have your attention. Due to an emergency situation in the park, evacuate the park immediately.”

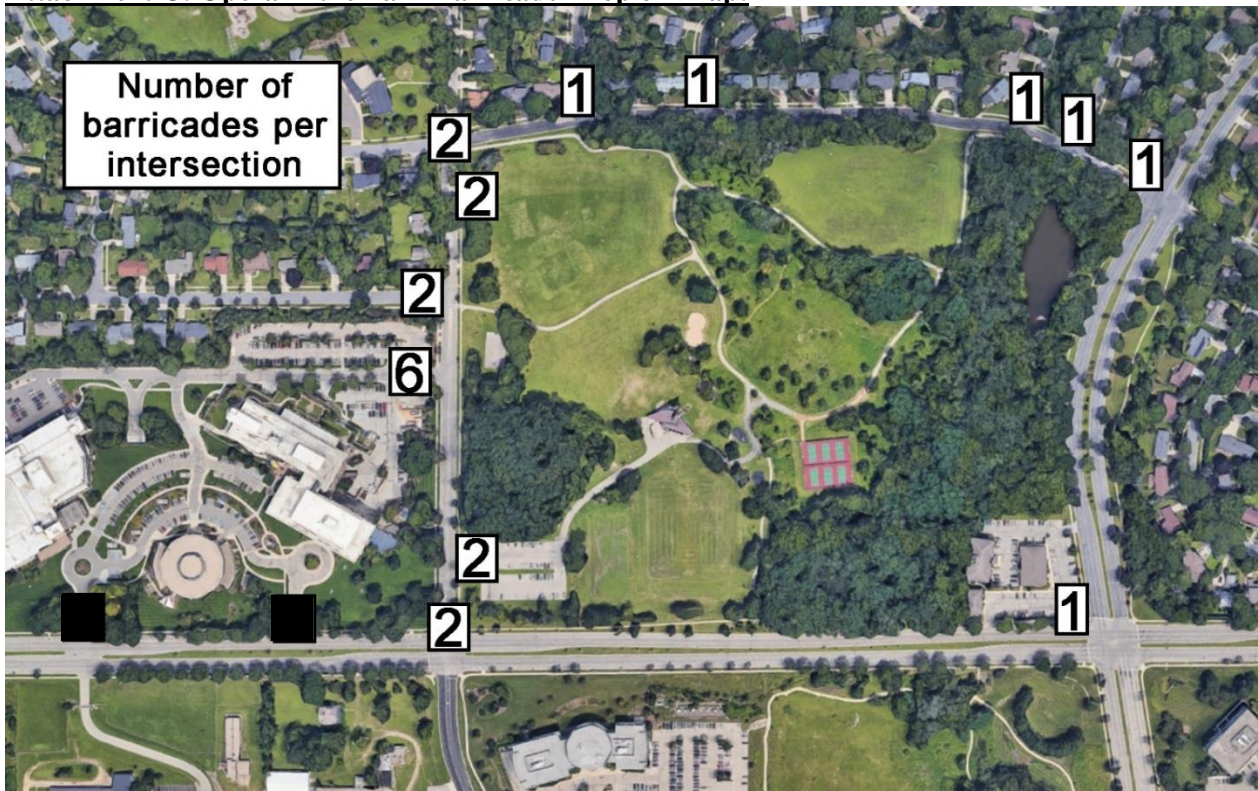
**Attachment A – Emergency Evacuation Only Barricade placement:**



**Attachment B: Evacuation Route to Garage A**



**Attachment C: Opera in the Park Barricade Drop off Map:**



See additional sheets: Group Leaders, Volunteer & Staff, Symphony, and Chorus Information Sheets

**Madison Opera – Opera in the Park**  
**Emergency Plan**  
as of July 12, 2022

**Group Leader Information Sheet**

**Group Leaders:**

Event Staff: Jill Krynicki (Event Manager) (608) 333-5443  
Opera Staff, Conductor, Principals: Kathryn Smith (General Director) (253) 376-7067  
Symphony: Ann Bowen (608) 516-1248  
Chorus: Anthony Cao (608) 239-7869  
Crew: Billy Larimore (Technical Director) (608) 345-9180  
Volunteers: Susan Rathke (Volunteer Coordinator) (608) 345-2870  
CUNA After-Hours Security (608) 665-7031

If an emergency situation arises requiring the evacuation of Garner Park, you will be needed to assist in clearing the area and/or moving patrons and participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please maintain a calm demeanor throughout the evacuation process, as it will significantly reduce the anxiety of others.

**Think about what you should do in each of the following scenarios:**

**Inclement Weather**

*During set up hours:*

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. In the event of heavy rain or dangerous weather, Group Leaders should use their best judgement in determining whether to wait it out or to evacuate the Park.

*For extreme heat:*

“Extreme heat” is defined by the CDC as “temperatures that are much hotter and/or humid than average.” In Madison, local weather services issue “extreme heat warnings” the same way they do other inclement weather warnings; all warnings should be taken seriously. Group Leaders should give personnel frequent breaks in shade, encourage drinking fluids frequently, using sunscreen, and wearing sun-protective clothing. Water and sports drinks are provided at the Park, and shade can be found under the shelter, trees, tents or personal vehicles with air conditioning.

All personnel should self-monitor for signs of heat-related illness, and be aware of symptoms in their colleagues. Tips for preventing heat-related illness as recommended by the CDC:  
<https://www.cdc.gov/disasters/extremeheat/heattips.html>

*For the Friday in-park rehearsal:*

If heavy rain, extreme heat, dangerous weather, or any other unforeseen occurrence causes a delay or change in the 7pm dress rehearsal, the procedures to change it will start by 4:45pm.

The decision to continue forward, delay, relocate, or postpone the rehearsal will be made by Kathryn Smith, General Director, who will immediately inform Jill Krynicki. If the rehearsal is moved indoors, it will be moved to the Overture Center. See Inclement Weather Protocol sheet (attached).

*For the day of the performance:*

If heavy rain, extreme heat, dangerous weather, or any other public safety issue arises that will affect the concert, the decision to either continue as scheduled or postpone until Sunday will be made by 4:45pm by Kathryn Smith, General Director. See Inclement Weather Protocol sheet (attached).

### **Emergency Evacuation Only**

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area. Volunteer golf cart drivers should use their carts to assist those who need extra assistance exiting the park. Maintain a calm demeanor and encourage the crowd to walk to their vehicles to leave the area.

Depending on the cause of the evacuation, Event Staff and Opera Staff will be asked to either leave the area or stand by in CUNA Garage A (See attachment A) and remain there until directed. If asked to leave the area, Event Manager Jill Krynicki, Technical Director Billy Larimore, and Opera Staff should regroup at the Madison Opera Center; all others should go home or to a safe location. Principals should meet Kathryn Smith at Stage Right to be escorted to Staff vehicles to evacuate.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

<b>Who</b>	<b>Where</b>	<b>To evacuate the Park:</b>
Jill Krynicki (Event Staff) (608) 333-5443	Backstage Right	Radios CUNA Security on channel 1 to alert them of evacuation. Helps evacuate stage, then either evacuates to Opera Center or Garage A
Kathryn Smith (Opera Staff, Conductor, Principals) (253) 376-7067	Backstage Right	Announces the evacuation on emergency PA mic, leads Principals to Staff cars, then either evacuates to Opera Center or Garage A.
Susan Rathke (Volunteers)	Shelter	Oversees Volunteers, who direct patrons to the closest exit and help via golf carts. Put cash boxes in program bins, leave bins at tables, then leave the park via car.
Billy Larimore (Crew) (608) 345-9180	Backstage	Turns on House Lights if possible; then either evacuate to Opera Center or Garage A.
Crew	Backstage	Help evacuate performers off stage, then leave the park via cars.
Lights, Sound Personnel	Tech Tent	Leave on lights and sound systems, then leave the park via cars.
Opera Staff	VIP Tent	Direct VIP patrons to closest exit; direct caterers to evacuate; help evacuate Principals via cars; then either evacuate to Opera Center or Garage A.
Ann Bowen (Symphony) (608) 516-1248	Backstage Right	Help evacuate Symphony off stage / to bus, then leave the park.
Anthony Cao (Chorus) 608-239-7869	Backstage Left	Help evacuate Chorus off stage / to bus, then leave the park.
Traffic Officers	Streets	Implement emergency evacuation traffic plan.

### **Emergency Evacuation Requiring Shelter**

If an emergency situation arises requiring shelter, a public address announcement will be given by General Director Kathryn Smith directing all persons to evacuate to shelter. All available Police and Fire personnel will be directed to assist with the evacuation.

Staff, Principals, Chorus, Symphony, Crew, and Volunteers should seek shelter in CUNA Garage A, located at ground level immediately west of Rosa Rd and south of Driftwood Ave (see Attachment B). CUNA Security Staff will be contacted by Event Manager Jill Krynicki over radio to provide access to Garage A.

All patrons should evacuate the park and seek shelter elsewhere. Anyone unable to seek shelter immediately (i.e. traveling on foot, bicycle, public transportation, etc.) should shelter in CUNA Garage A. The garage does not have the capacity for all patrons.

Volunteers should gather in the front left corner of the garage. Staff should gather in the front of the garage. Chorus should gather on the left side of the garage. Symphony and Crew should gather in the front right corner. Any patrons should gather in the back of the garage.

Event Staff should be the last individuals to enter the shelter area. Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

<b>Who</b>	<b>Where</b>	<b>To evacuate to shelter:</b>
Jill Krynicki (Event Staff) (608) 333-5443	Backstage Right	Radios CUNA Security to alert them to open Garage A; helps evacuate stage; then evacuates to Garage A
Kathryn Smith (Opera Staff) (253) 376-7067	Backstage Right	Announces the evacuation on emergency PA mic if possible (page 3), leads Conductor and Principals to Garage A
Tim Ross, Brian Weinkauff	Park	Go directly to Garage A to meet CUNA Security and usher evacuees inside.
Susan Rathke (Volunteers)	Park Shelter	Oversees Volunteers, who help patrons via golf carts. Put cash boxes in program bins, leave bins at tables, then evacuate to Garage A. Volunteers gather in left front corner of Garage A to be counted
Crew	Backstage	Help performers off stage, lead them to Garage A. Crew gathers in front right corner of Garage A to be counted
Ann Bowen (Symphony) (608) 516-1248	Backstage Right	Help evacuate Symphony off stage, and lead them to Garage A. Gather in front right corner of Garage A to be counted
Anthony Cao (Chorus) 608-239-7869	Backstage Left	Help evacuate Chorus off stage, and lead them to Garage A. Gather in left side of Garage A to be counted
Opera Staff	VIP Tent	Direct patrons to vehicles, then evacuate themselves to Garage A
Billy Larimore (Crew) (608) 345-9180	Backstage	Turns on House Lights if possible, then evacuates to Garage A. Meet Crew in front right corner of Garage A
Lights, Sound, Video Personnel	Tech Tent	Leave on lights and sound systems, then evacuate to Garage A. Meet Billy in front right corner of Garage A to be counted

### **Emergency Evacuation for Criminal Act**

In the event of a criminal act, leave all belongings, leave lights and sound systems on, and evacuate the park as quickly as possible. Kathryn Smith will give a public address announcement to direct all persons to evacuate, if it is safe to do so.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, check in with your group members and make sure they are all accounted for (have an extra group roster for this purpose). Write down any details you remember from the incident.

Event Manager Jill Krynicki and General Director Kathryn Smith will check in with Group Leaders and will be in contact with Police and Fire for any further guidance.

*cont.*



**Attachment A: Evacuation Route to CUNA Garage A:**



**Madison Opera – Opera in the Park**  
**Emergency Plan**  
as of July 12, 2022

**Volunteers & Staff Information Sheet**

If an emergency situation arises requiring the evacuation of Garner Park, you will be needed to assist in clearing the area and moving patrons and participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please walk calmly to your assignment and maintain a steady demeanor throughout the evacuation process, as it will significantly reduce the anxiety of others.

**Think about what you should do in each of the following scenarios:**

**Inclement Weather**

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. The decision to delay, relocate, or postpone will be made by 4:45pm by Kathryn Smith, General Director, and the Inclement Weather Protocol will be activated to inform all participants.

**Emergency Evacuation Only**

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area.

Volunteers, Event Staff, and Opera Staff should maintain a calm demeanor and encourage the crowd to walk to their vehicles and leave the area. Volunteer golf cart drivers should use their carts to assist those who need extra assistance exiting the park. Crew should assist with evacuating the stage. Volunteers and Crew should leave the area after others have evacuated. Symphony and Chorus members should return to the bus or vehicles and leave the area. Principals should meet Kathryn Smith at Stage Right to be escorted to Staff vehicles to evacuate.

Depending on the cause of the evacuation, Volunteers and Staff will be asked to either leave the area or stand by and be available at a nearby location. If asked to stand by, they should evacuate to CUNA Garage A and remain there until directed.

The traffic evacuation plan will be implemented by Police to facilitate the evacuating vehicles.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

**Emergency Evacuation Requiring Shelter**

If an emergency situation arises requiring shelter, a public address announcement will direct all persons to seek shelter.

Volunteers should urge patrons to evacuate the park quickly. Maintain a calm demeanor. Inquiries from patrons should be answered with comments encouraging them to continue moving. Volunteer golf cart drivers should use their carts to assist those who need extra assistance. Any patrons who cannot seek shelter (i.e. on foot, bicycle, or public transportation) can shelter in CUNA Garage A. However, the garage does not have the capacity for all patrons.

Volunteers and Staff should evacuate to shelter in CUNA Garage A. Volunteers should gather in the front left corner of the garage. Staff should gather in the front of the garage.

Event Staff should be the last individuals to enter the shelter area. Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

**Emergency Evacuation for Criminal Act**

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will direct all persons to evacuate. Staff should help evacuate Principals.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, check in with your Group Leader, and write down any details you remember from the incident.

Event Manager Jill Krynicki and General Director Kathryn Smith will check in with Group Leaders and will be in contact with Police and Fire for any further guidance.

**Group Leaders:**

Event Staff: Jill Krynicki (Event Manager) (608) 333-5443

Opera Staff, Conductor, Principals: Kathryn Smith (General Director) (253) 376-7067

Symphony: Ann Bowen (608) 516-1248

Chorus: Anthony Cao (608) 239-7869

Crew: Billy Larimore (Technical Director) (608) 345-9180

Volunteers: Susan Rathke (Volunteer Coordinator) (608) 345-2870

CUNA After-Hours Security (608) 665-7031

**Attachment A: Evacuation Route to CUNA Garage A**



**Madison Opera – Opera in the Park**  
**Emergency Plan**  
as of July 12, 2022

**Symphony Information Sheet**

**Group Leader: Ann Bowen (608) 516-1248**

If an emergency situation arises requiring the evacuation of Garner Park, you will need to know how to exit the park, where to go, and who to check in with. It is important to remain calm while the evacuation is underway.

**Think about what you should do in each of the following scenarios:**

**Inclement Weather**

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. The decision to delay, relocate, or postpone will be made by 4:45pm by Kathryn Smith, General Director, and the Inclement Weather Protocol will be activated to inform all participants.

**Emergency Evacuation Only**

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area.

Symphony members should exit the stage using the nearest exit. Proceed to the bus or to your vehicles and leave the area. Inform your group leader **Ann Bowen (608) 516-1248** as soon as you are in a safe location.

**Emergency Evacuation Requiring Shelter**

If an emergency situation arises requiring that everyone take shelter, a public address announcement will direct all persons to seek shelter. Symphony members should exit the stage using the nearest exit. Ann Bowen will lead the Symphony members to the CUNA Garage A (see Attachment A). Once in the garage, groups should stay together to be accounted for by their Group Leaders. Symphony members should gather in the front right corner of the garage.

If you do not evacuate to CUNA Garage A, inform your group leader **Ann Bowen (608) 516-1248** as soon as you are in a safe location.

**Emergency Evacuation for Criminal Act**

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will direct all persons to evacuate.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, inform your group leader **Ann Bowen (608) 516-1248**. Write down any details you remember from the incident.

**Group Leader:**

Symphony: **Ann Bowen (608) 516-1248**

*cont.*

**Attachment A: Evacuation Route to CUNA Garage A**



**Madison Opera – Opera in the Park**  
**Emergency Plan**  
as of July 12, 2022

**Chorus Information Sheet**

**Group Leader: Anthony Cao (608) 239-7869**

If an emergency situation arises requiring the evacuation of Garner Park, you will need to know how to exit the park, where to go, and who to check in with. It is important to remain calm while the evacuation is underway.

**Think about what you should do in each of the following scenarios:**

**Inclement Weather**

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. The decision to delay, relocate, or postpone will be made by 4:45pm by Kathryn Smith, General Director, and the Inclement Weather Protocol will be activated to inform all participants.

**Emergency Evacuation Only**

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area.

Choristers should exit the stage using the nearest exit. Proceed to the bus or to your vehicles and leave the area. Inform your group leader **Anthony Cao (608) 239-7869** as soon as you are in a safe location.

**Emergency Evacuation Requiring Shelter**

If an emergency situation arises requiring that everyone take shelter, a public address announcement will direct all persons to seek shelter. Choristers should exit the stage using the nearest exit. Anthony Cao will lead choristers to the CUNA Garage A (see Attachment A). Once in the garage, groups should stay together to be accounted for by their Group Leaders. Choristers should gather in the left side of the garage.

If you do not evacuate to CUNA Garage A, inform your group leader **Anthony Cao (608) 239-7869** as soon as you are in a safe location.

**Emergency Evacuation for Criminal Act**

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will direct all persons to evacuate.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, inform your group leader **Anthony Cao (608) 239-7869**. Write down any details you remember from the incident.

**Group Leader:**

Chorus: **Anthony Cao (608) 239-7869**

*cont.*

**Attachment A: Evacuation Route to CUNA Garage A**



**Madison Opera – Opera in the Park**  
**Parks Special Event Permit Attachment**

as of Jan 6, 2023

**Clean Up & Recycling Plan**

City of Madison waste and recycling containers have proven sufficient since 2012 and we will continue with that plan. We rent 24 trash and 24 recycling barrels from the Parks Dept, which are distributed throughout the park as indicated on the 2023 Map.

Wednesday, July 19 – Friday, July 21, during set up, all participants are encouraged to use the trash/recycling barrels to dispose of all waste.

Saturday, July 22 clean up volunteers do a preliminary litter patrol during load out.

Sunday, July 23 clean up volunteers do a final litter patrol of the park starting at 9am.



**Madison Opera – Opera in the Park**  
Parks Special Event Permit Attachment

as of Jan 6, 2023

**List of Vendors**

**Madison Opera:** single non-profit vendor (t-shirts, light sticks, merchandise, etc)

**Chocolate Shoppe:** single vendor (ice cream, water, soda, etc)