

Dear Company,

On our Portal (wickedbway.com PW: 215Wicked) is a more detailed **Map of the Gershwin Theatre**. We have included the front of house as well as the backstage areas.

Also included below is helpful information:

- **BULL HORN LOCATIONS:** SM Offices, SM CALL Desk, House Manager's Office
(These are maintained / batteries changed by the SMs every 6 weeks)
- **911 CALL:**
The hardwire phones backstage are only IN HOUSE lines. You cannot dial out.
Anyone with a cell phone should call 911 → 911 calls help escalate the situation for the dispatchers
- **EMERGENCY ALERT CUE LIGHTS:**
Along the balcony rail, as well as Stage Left & Stage Right is a Cue Light Communication system we have in place, if there is an emergency.
To see a video, please visit the link below:
<https://drive.google.com/file/d/1uPf6cpjiniQ31timOxcdqckXcnPFVqXge/view?usp=sharing>
- **CROSSING STAGE DURING PRESET:**
If the crew is on deck do NOT cross the stage. The crew regular call is 1 hour before ½ hour.
If you need to get from SL to SR during the preset please use the upstage crossover.
The best way to cross is to use the US CROSSOVER and avoid the stage deck!!
- **FOOD ON DECK:**
NO food should be brought on the deck – even if you are just crossing stage, please do not carry food across the deck.
- **DOORSTOPS:**
All your **dressing room** doors should have **doorstops** hanging on them.
If you do not have one, please let Stage Management know!
- **WALKTHRU:**
In order to familiarize yourself with the all the possible **places to EXIT**, the SMs are offering tours on Saturdays at 1:15pm. (*Meet outside SM office in time to leave by 1:15.*)
- **EMERGENCY EVACUATION PROCEDURES:**
Also on the Portal are procedures to follow in the event of an emergency evacuation.
For *Wicked*, the Safe Assembly Area is:
World Wide Plaza (btw. 49th & 50th St., btw. 8th and 9th Ave.)
- If you have any questions or would like to get more information about best preparing yourself for a security situation at work, feel free to contact
The GRIC (Global Response & Intelligence Center), available 24/7 through NBCUniversal.
GRIC – GRIC@nbcuni.com – 212-664-4000

You are always welcome, as well, to ask a Stage Manager for any questions you may have!

Welcome to *Wicked* Broadway!

Stage Management