

Cadillac Palace

BROADWAY IN CHICAGO

TECHNICAL INFORMATION PACKET

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Broadway In Chicago and Cadillac Palace Staff Contact Information

Name / Title	Phone #	Cell #	Email
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Maggie McNamara Director of Marketing	312.977.1701 312.977.0517 fax		mmcnamara@broadwayinchicago.com

<u>Cadillac Palace Theatre</u> 151 W. Randolph St. Chicago, IL 60601		<u>Mailing Address</u> Broadway In Chicago 17 N. State Street, Suite #810 Chicago, IL 60602	<u>Shipping Address - Stage Door</u> Cadillac Palace Theatre 125 N. Wells St. Chicago, IL 60606
<u>Name/Location</u>	<u>Phone #</u>	<u>Fax/Info</u>	<u>E-mail</u>
Box Office	312.384.1514	312.960.0976	pbo@broadwayinchicago.com
Stage Door	312.384.1502		
Carpenter & Steward - Michael Cohen	312.384.1511 x1511		
House Electrician	312.384.1519 x1519		
Meryn Daly - Palace Office*	312.384.1528 x1528	312.960.0753 fax	*Onsite Office, see above for primary number
Sarah Cuddihee- Palace Office	312.977.1701 x1238	312.960.0753 fax	
Palace House Manager Office	312.384.1523 x1523	312.960.0798 fax	
Palace Concessions Manager Office	312.384.1517 x1517		

<u>EXECUTIVE OFFICES</u>		
<u>Street Address</u> 17 N. State Street, Suite #810 Chicago, IL 60602	<u>Phone #</u> 312.977.1701	<u>Fax</u> 312.977.1740

Production Phone Lines

Contact Production Manager at 312.977.1701 x1315 to confirm phone numbers prior to publishing.

-Phones and Voice Mail Provided as indicated below.

-Fax machines are not provided.

-Dial "8" for an outside line on house phones.

-If you wish to use our long distance carrier, contact the Operations Department for a code.

Production Offices

Production Office 1	312.384.1512	House Phone with Voice Mail (digital line)
	312.384.1506	House Phone with Voice Mail (digital line)
	312.960.0760	Fax line (does not require code for long dist.)
		**DSL
Production Office 2	312.384.1505	House Phone with Voice Mail (digital line)
	312.384.1524	House Phone with Voice Mail (digital line) / OR **DSL Line
	312.960.0764	Fax line (does not require code for long dist.)

Dressing Rooms

Dressing Room #1	Two (2) jacks which can be used for voice, modem, fax or data
Dressing Rooms #2 - #7	One (1) jack each which can be used for analog line (voice, modem, fax)
Dressing rooms can be set up with digital or analog lines (based on availability). Please contact the Production Manager for details and phone numbers.	

Other Lines

Console Position	N/A	Voice/Modem/Fax (analog)
Conductor's Room	312.384.1539	House Phone with Voice Mail (digital line)
Wardrobe Room	312.384.1509	House Phone with Voice Mail (digital line)
Wig Room	312.384.1507	House Phone with Voice Mail (digital line) Voice/Modem/Fax (analog)
Green Room	312.384.1535	House Phone with Voice Mail (digital line) Voice/Modem/Fax (analog)
Stage	312.384.1561	Voice/Modem/Fax (analog)
Merchandise West Lobby	312-551-9329	Long Distance and 800 capable
Merchandise East Lobby	312-960-0756	Long Distance and 800 capable

**DSL- (Downstream 1.5-3.0Mbps, Upstream 384-512Mbps) is provided for Production use.

Any tech support for setting up routers and/or show computers is not included. Local Tech Support recommendations are available upon request and contracted with shows directly.

All fees are the sole responsibility of show. Please contact Production Manager to verify access locations.

Telephone Instructions**DIAL "8" FOR AN OUTSIDE LINE****1) Hold**

- a. Press the **Hold** softkey
- b. To resume the call, press the **Resume** softkey

2) Transfer

- a. Press the **Transfer** softkey
- b. Dial the extension to which the call is to be transferred
- c. Remain on line and announce the call
- d. Press the **Transfer** softkey to transfer the call

3) Mute Button

- a. Press the **Mute** button. Mute button will light up
- b. To turn off mute, press the **Mute** button again

4) Speakerphone

- a. To place or answer a call without lifting the handset, press **Speaker** button
- b. To change from the speakerphone to the handset simply pick up the handset and talk
- c. To change from handset to speakerphone, press the **Speaker** button and hang up the handset
- d. To end a call, press the **Speaker** button

Voice Mail Instructions**1) Activating Voice Mail Box**

- a. Press the **Messages** button
- b. The first time you access your voice mail box you will be prompted through a voice tutorial to record your name, standard greeting, and set your personal password
- c. The default password is 159357. **You must complete this tutorial to activate your mailbox**

2) Recording Greetings

From the voice mail box **main menu**:

- a. Press 3 for Personal Options
- b. Press 1 for Greetings
- c. Follow the prompts for greetings options

3) Retrieving messages

- a. Press the messages button if the red light is active on the handset or if there is a message icon next to your extension number on the screen
- b. Enter your password
- c. Follow prompts to listen to messages

4) Basic Voice Mail Commands

- Press 1 to repeat
- Press 2 to save
- Press 3 to delete
- Press 5 to forward message to another user
- Press 7 to rewind message

Load-In and Trucking Information

Loading Doors	Three (3) loading doors - door #3 is reserved for theatre use Use of loading dock (and use of doors #1 & #2) requires advance scheduling
Doors 1 & 2	10' 0" height x 7' 6" width (shared with Hotel)
Door 3	14' 0" height x 7' 6" width (This door is reserved for the theatre use)
Loading Dock	Street level; 125 N. Wells St. (see stage diagram) Bays 2 & 3 used There is no on-site parking once the trailers are unloaded
Truck Info.	City permits required for trucks in alley and use in downtown TRUCKS ARE NOT ALLOWED IN THE LOOP DURING RUSH HOURS: 7-9AM and 4-6PM CONTACT PRODUCTION MANAGER TO SCHEDULE LOAD-IN TIMES & TRUCK SCHEDULE Note: The CTA Elevated Train Overpass runs through downtown Chicago. Check clearance heights. There are no trucks allowed on Lake Shore Drive Call CDOT (the City of Chicago Department of Transportation) at 312.744.4699 with trucking questions or log onto http://www.cityofchicago.org/city/en/depts/cdot/provdrs/bridge/svcs/viaduct_clearances.html Should you need to park your trailer during the run of your show, please contact the Marshalling Lot located at 31st Street and Lake Shore Drive at 312.808.3138
Elevator to lower levels	Located in back hallway 80" depth x 75" width x 96" height 3500 lbs
Genie Lift	Genie DC PERSONNEL LIFT model AWP30S Contact Production Manager @ 312.977.1701 x1315 for rental of additional lift equipment
Stage Door	125 N. Wells St. Laminates/IDs needed. Forward company list to Production Manager

Driving Directions to the Cadillac Palace Theatre**From North or North/West:**

Drive SOUTH/EAST on I-90/I-94 to the Monroe Street exit. Exit LEFT (EAST). Travel 8 blocks east to LaSalle Street. Turn LEFT (North) on S. La Salle St. Take La Salle 3 Blocks and turn LEFT on Randolph. Go one block WEST to Wells and turn LEFT. **The loading dock address is 125 N. Wells St.** and Loading door 3 is reserved for the Cadillac Palace. The docks are shared with Hotel Allegro; the other two loading doors are available by prior arrangement.

From West:

Take I-55 E to Exit 292; take I-90/94 NORTH/WEST. Drive to Exit 53a and go NORTH on 1-90. Take the Monroe Street exit. Exit RIGHT (EAST). Travel 8 blocks east to LaSalle Street. Turn LEFT (North) on La Salle. Take La Salle 3 Blocks and turn LEFT on Randolph. Go one block WEST to Wells and turn LEFT. **The loading dock address is 125 N. Wells St.** and Loading door 3 is reserved for the Cadillac Palace. The docks are shared with Hotel Allegro; the other two loading doors are available by prior arrangement.

From South:

Take I-94 WEST. Drive to Exit 53a and go NORTH on 1-90. Take I-90/94 to the Monroe Street exit. Exit RIGHT (EAST). Travel 8 blocks east to LaSalle Street. Turn LEFT (North) on La Salle St. Take La Salle 3 Blocks and turn LEFT on Randolph. Go one block WEST to Wells and turn LEFT. **The loading dock address is 125 N. Wells St.** and loading door 3 is reserved for the Cadillac Palace. The docks are shared with Hotel Allegro; the other two loading doors are available by prior arrangement.

Stage Measurements (note enclosed floor plan)

Fire Curtain	Fire curtain located in Smoke Pocket Fire curtain must lay flush with deck
House Curtain	Red; Operates as traveller SR deck or guillotine SL jump/decks
Width of Proscenium Opening	55' 9"
Height of Proscenium Opening	28' 0"
Height of Bottom of Proscenium Valance	25' 0"
Wall to Wall Width	105' 0"
CL to SL	51' 7-1/2"
CL to SR	52' 0"
CL to onstage edge of fly floor SL	46' 5"
Vert. clearance under SL fly floor	30' 7"
Height of SL fly floor walking surface	37' 3"
CL to onstage edge of fly floor SR	46' 5"
Vert. clearance under SR Jump	33' 10"
Height of SR fly floor walking surface	37' 4"
Height of Stage from House floor	3' 2-1/2"
Wall to Lockrail	103' 7-1/2"
Clear between SL/SR jumps	92' 10"
Spot Booth to Proscenium	128' from plaster
Apron edge to smoke pocket	4' 3" on center line
Smoke pocket to back wall	44' 5"
Height to Gridiron	81' 0"
Grid Trap	4' 0" x 5' 3"

Rigging Information (note enclosed line set plot)

Type	Single Purchase Counter Weight
Weight	65,000 lbs. available
Line sets	(81) line sets, with seven lines per set 1-26 on 6" centers
Arbors	1750 lbs. capacity
House pipes	70' long (2pc. 21' and 2pc. 14' sleeved together)
Trims	All low trims 3' 9", high trims 1-11 & 61-87, no idler well 69' 6" 12-60 idler well 77' 9"
Rope available	(25) at 150' and (2) at 200'
Lockrails	Located on SL at stage level and gallery level Typically operated at gallery level
Spot Wheels	(84) available
Diversers	(72) available
Soft Goods	(12) black legs 12' x 32', (6) black borders (8) tabs 10' x 32', black out drop Black sharks tooth scrim, white sharks tooth scrim White canvas bounce drop Black Drape with 75% fullness

Permanent Features

Over stage	None
Trap space	32' length x 44' width, height under stage: 13' 0" Begins 6' 5" US of smoke pocket; ends 38' 9" US of smoke pocket Left of center 22' 0"; Right of center 21' 10"
Orchestra Pit Lockers	Various sizes
Orchestra Pit	FIXED at 9' below stage level Pit fill to house or stage level available; orchestra pit cannot be seated Pit safety net is available and always installed when pit is not in use
Orchestra Pit Dimensions	54'-7" wide at stage lip x 15'-2" deep at center line
Music Stands/Lights	(25) music stands/lights
Piano Available	Upright spinet style - Yamaha P22 DAO

Audio

Hearing Impaired System	Infrared and FM wireless system
Console	12' width x 9' depth (88' from 0'0") 12 Channel console, EQ rack, Dat player, CD player, cassette player Mix position is at rear, center of orchestra section Hard wired jump connections at mix position 200A 3 phase, dedicated power for back stage sound SL proscenium. Platform: 16' x 8'; no seat removal required
Cable Run	Amps DSL on deck (or in pit) 250' to FOH from either location (via theatre's lower level)
House Speakers	Speaker cluster; set of front fills; (2) side fill monitor speakers (5) under balcony fill speakers; (3) upper balcony fill speakers
Communication	There is no cable available, Dressing Room monitors and page system The theatre is hard wired with a clear com system. It is a 6 channel system with a master station, (6) headsets and belt packs
Lobby Monitors	Lower Level and Orchestra lobbies

Wardrobe and Dressing Rooms (note enclosed dressing room floor plan)

Dressing rooms and wardrobe rooms are at and below stage level accessible by stairs and elevator

Wardrobe Room	(4) washers, (4) dryers
Hair and Make-up	See Dressing Room Diagram
Green Room	See Dressing Room Diagram
Water Coolers	(3) available; Locations: green room, outside orchestra lounge, rear SL (stage level)
Restrooms	In dressing rooms, (1) in hall in lower level and stage level
Dressing Rooms 1 & 2	Bathroom with shower and sink, on stage level, stage Left
Dressing rooms	All on lower level
Room 3	(1) dressing station, bathroom with shower, sink
Room 4	(4) dressing stations, bathroom with shower, sink
Room 5	(4) dressing stations, bathroom, sink, shared exterior shower
Rooms 6 & 7	(4) dressing stations, bathroom, sink, shared exterior shower
Female Chorus Room	(16) dressing stations, bathroom, and showers
Male Chorus Room	(16) dressing stations, bathroom, and showers
Room 8 - Shared Chorus Room	(11) dressing stations, access through chorus rooms
Furniture available	(2) small sofas, (2) stuffed chairs, (2) small refrigerators, (1) end table, (1) table lamp

Office Space (see enclosed phone list)

Production Office #1	Lower Level; 10'-8" x 12'-2" Three (3) phone lines (see enclosed list)
Production Office #2	Lower Level; 22'-8" x 9'-8" Two (2) phone lines (see enclosed list)
Musician Room	Lower Level; Locker Room & Unisex Restroom
Conductor's Room	Lower Level
Restrooms for Tech Staff	On stage level, tech bathroom

Rehearsal Space

<p>VIP room may be available for daytime rehearsals. 37' x 16' (usable area); Mirrored walls, wood floor (not a sprung floor) Available to rent (not included with venue occupancy) For details contact Sarah Cuddihee at 312.977.1701 x1238 See local information sheet with Rehearsal Room options</p>	
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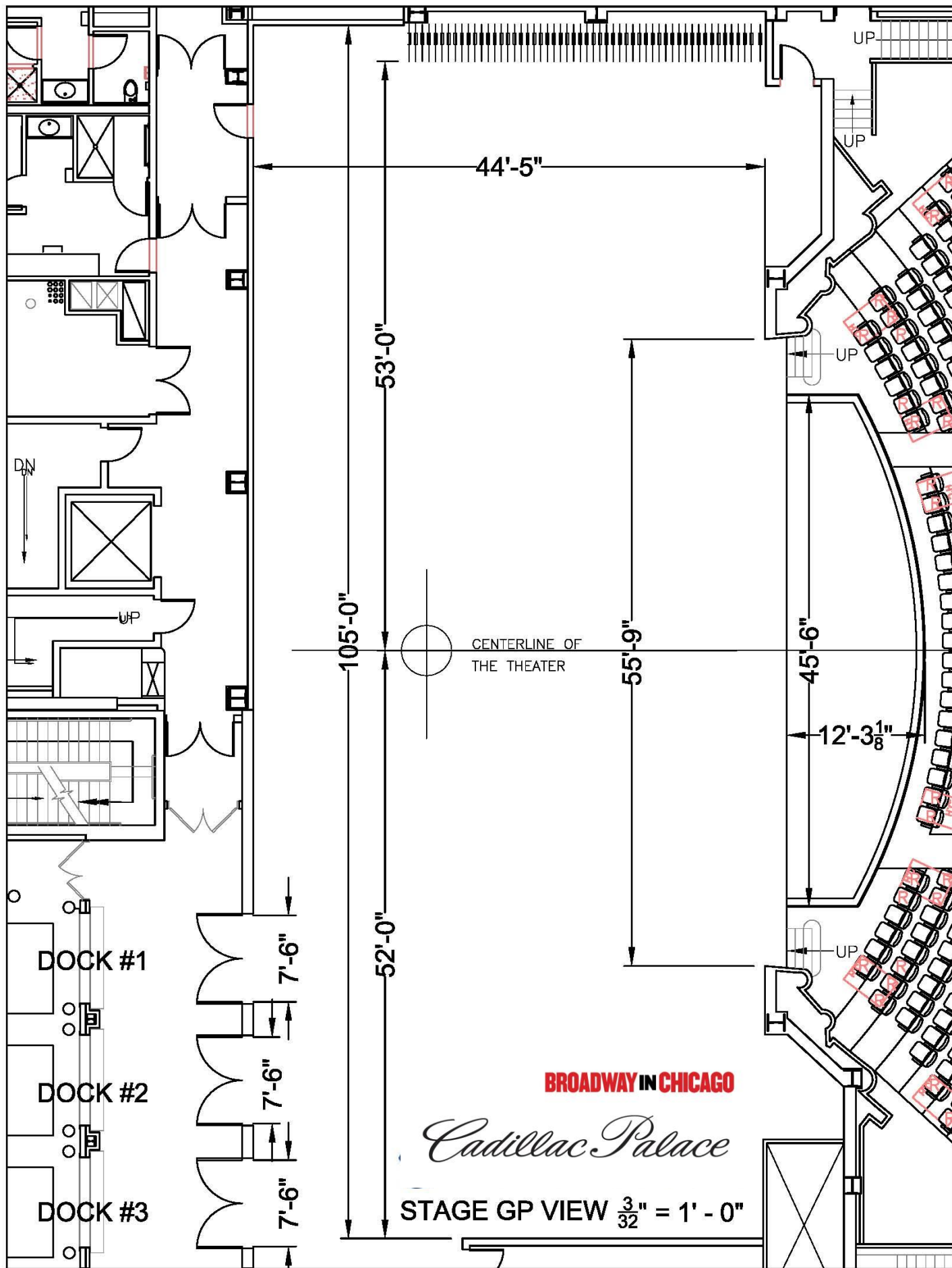
Front of House (note enclosed seating charts)

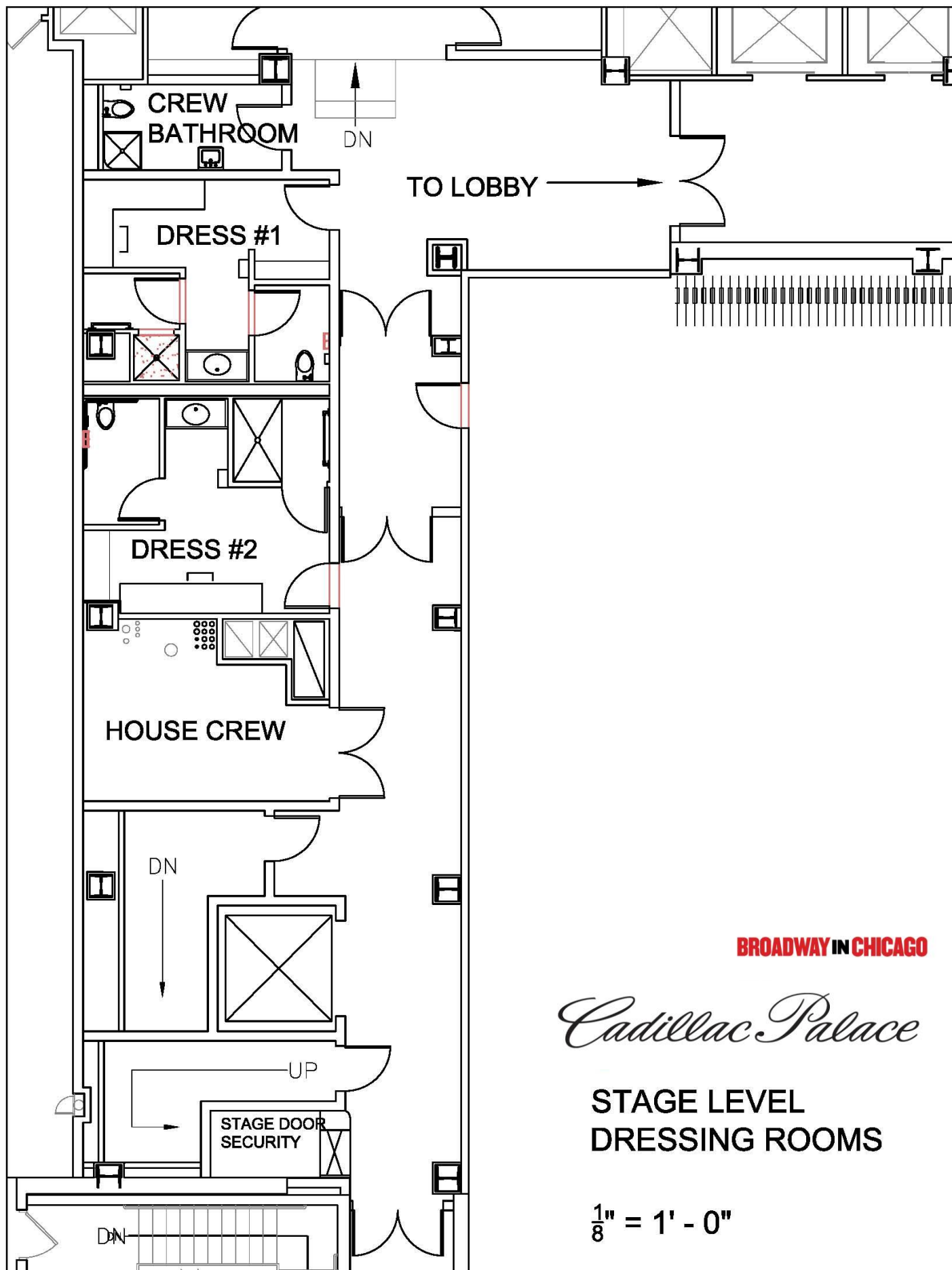
Seating Capacity	2,344
Orchestra Level	1,066
Dress Circle Level	262
Loge Level	168
Balcony Level	848
Handicapped Accessibility	Seating on Orchestra level; lower Balcony levels with some stairs Restrooms on Orchestra, Mezzanine and Balcony Levels
Elevators	Access to Mezzanine and Balcony Levels
Service bars	Orchestra, Balcony and Lower Levels; 1 free-standing mobile unit
Merchandise counters	(1) mobile unit
Lobby Information	All lobbies available for rental events
Grand Lobby	Capacity 400 with tables, 800 for reception
Balcony/ Dress Circle Lobby	Capacity 60 with tables, 150 for reception
Lower Lobby (semi-private)	Capacity 70 with tables, 125 for reception
VIP Suite	37' x 16' (useable area); 100 person maximum capacity Fixed bar, coat racks, two (2) private restrooms, baby grand piano Can be used as rehearsal room (see above)

Facility Displays

Outside	(2) large display cases
Inside	(1) 3-sheet display in orchestra lobby
Marquee	Approximately 13' width x 11' length East and west facing display boards (3) lines of text; 10" Zip letters

Facility displays are subject to availability depending on the dates, time of year, and how many shows are playing.



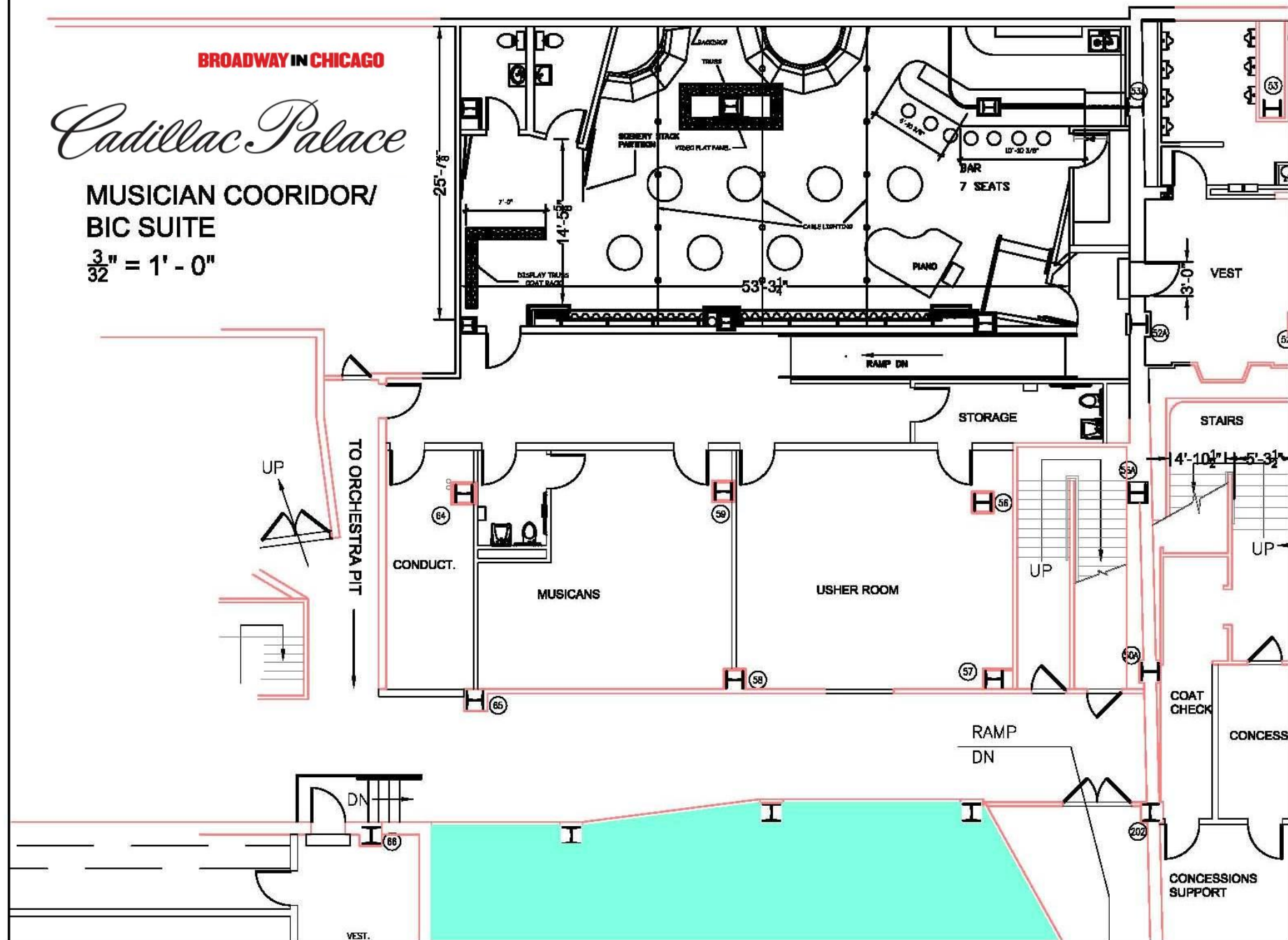


BROADWAY IN CHICAGO

Cadillac Palace

MUSICIAN COORIDOR/
BIC SUITE

$\frac{3}{32}'' = 1' - 0''$



Electrics

House package	ETC Insight control board. (2) 96 x 2.4 ETC dimmer racks
Spot Booth	(2) Xenon Super Troupers 2000 watts (6) house circuits
Spot Throw	128' from plaster
Hardwire control boxes	DSR, DSL, FOH, USR, Electrics Jump SR
Balcony Rail	50' from Center, (36) circuits
House Left Far Box Boom	88' from center, (18) circuits, (5) hanging positions
House Right Far Box Boom	88' from center, (18) circuits, (5) hanging positions
House Left Near Box Boom	64' from center, (18) circuits, (6) hanging positions
House Right Near Box Boom	64' from center, (18) circuits, (6) hanging positions
5 pin data outlets:	Near Box Left & Right, Far Box Left & Right, Cove, USL, USR, DSL, DSR, Balcony Rail, Spot Booth
FOH Truss	70' long, 54' 6" from plaster. Trims at 45' 2"
SR electric jump 40' above deck	
Ethernet from backstage to FOH console area	
(3) DMX Universes from backstage to FOH console area	
FOH Console 350' to SR Deck (mid)	
Balcony Rail 200' center to SR jump	
HR Balcony 300' to SR jump	
HL Box Boom 150' to SR jump	

Panel	Phase	Amp	Positions	Notes
401	3	400	Elec. Jump	ground/neutral reversed
401	3	400	Elec. Jump	ground/neutral reversed
403	3	400	Elec. Jump	ground/neutral reversed
404	3	400	Elec. Jump	ground/neutral reversed
405	3	400	Elec. Jump	ground/neutral reversed
406	3	400	Elec. Jump	ground/neutral reversed
407	3	400	Elec. Jump	ground/neutral reversed
408	3	400	Elec. Jump	ground/neutral reversed
405	3	400	USR on Deck	ground/neutral reversed
406	3	400	USR on Deck	ground/neutral reversed
407	3	400	USR on Deck	ground/neutral reversed
408	3	400	USR on Deck	ground/neutral reversed
201	3	200	DSL on deck	sound, isolated ground
101	3	100	Spot Booth	ground/neutral reversed
61	3	60	Dome	ground/neutral reversed
62	3	60	HR, organ loft	ground/neutral reversed
63	3	60	HL, organ loft	ground/neutral reversed
64	3	60	USL trap room	ground/neutral reversed
65	3	60	USL trap room	ground/neutral reversed

Circuits

Circuit #	Position	Type
1-6	Spot Booth	2P&G
7-42	Balcony NY Rail	2P&G
43-54	House R/ cove	2P&G
55-66	House C/ N cove	2P&G
67-78	House L/ T cove	2P&G
79-96	House R/ far box	2P&G
97-114	House L/ far box	2P&G
115-132	House R/ near box	2P&G
133-150	House L/ near box	2P&G
151-156	USR on Deck	2P&G
157-168	DS Fly Gallery	2P&G/Veam
169-180	US Fly Gallery	2P&G/Veam
181-186	DSL on Deck	2P&G
187-192	USL on deck	2P&G
193-198	USCL on deck	2P&G
199-204	USCR on deck	2P&G
205-228	Electric Jump	2P&G/Veam
229-234	DSR on deck	2P&G
235-240	Orchestra Pit	2P&G
241-246	Electric Jump SR	2P&G/Veam
247-258	Electric Jump SR	2P&G
259-264	Electric Jump SR	2P&G/Veam
265-276	Electric Jump SR	2P&G
277-282	Electric Jump SR	2P&G/Veam
283-294	Electric Jump SR	2P&G
295-300	Electric Jump SR	2P&G/Veam
301-312	Electric Jump SR	2P&G
313-318	Electric Jump SR	2P&G/Veam
319-330	Electric Jump SR	2P&G
601-630	Cove Above Truss	Veam
631-660	Cove Above Truss	Veam

Line Set Schedule

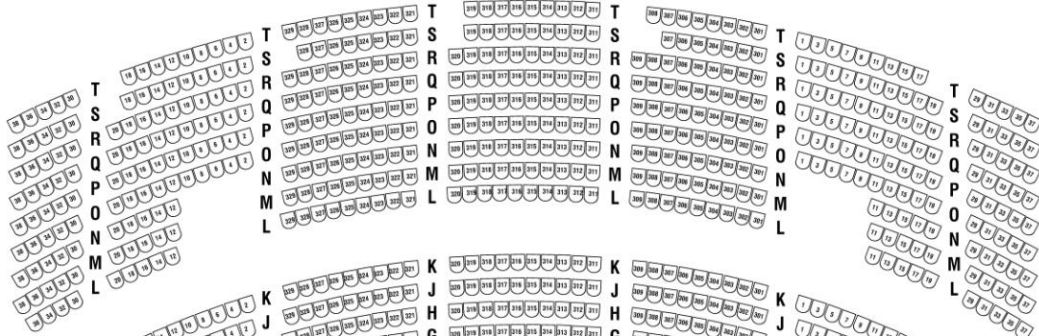
Line	Distance from Smoke Pocket	Notes
		Fire Curtain
1	0' 3-1/2"	60' long
2	0' 10"	House Curtain
3	1' 6"	
4	1' 10"	
5	2' 4"	
6	2' 10"	
7	3' 4"	
8	3' 10"	
9	4' 4"	
10	4' 10"	
11	5' 4"	
12	5' 10"	
13	6' 4"	
14	6' 10"	
15	7' 4"	
16	7' 10"	
17	8' 4"	
18	8' 10"	
19	9' 4"	
20	9' 10"	
21	10' 4"	
22	10' 10"	
23	11' 4"	
24	11' 10"	
25	12' 4"	
26	12' 10"	
27	13' 4"	
28	13' 10"	
29	14' 4"	
30	14' 10"	
31	15' 4"	
32	15' 10"	
33	16' 4"	
34	16' 10"	
35	17' 4"	
36	17' 10"	
37	18' 4"	
38	18' 10"	
39	19' 4"	
40	19' 10"	
41	20' 4"	
42	20' 10"	
43	21' 4"	
44	21' 10"	
45	22' 4"	

Line Set Schedule cont.

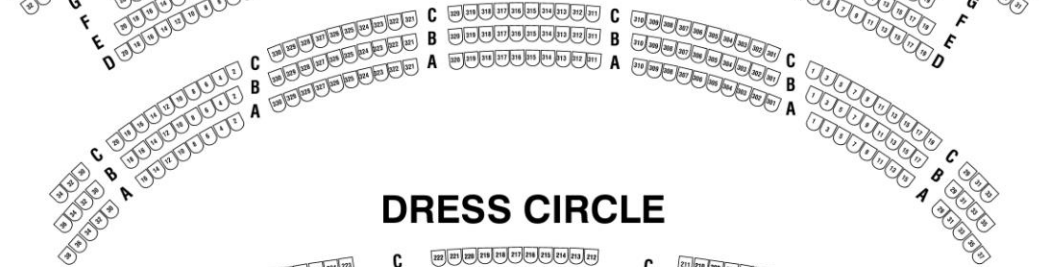
Line	Distance from Smoke Pocket	Notes
46	22' 10"	
47	23' 4"	
48	23' 10"	
49	24' 4"	
50	24' 10"	
51	25' 4"	
52	25' 10"	
53	26' 4"	
54	26' 10"	
55	27' 4"	
56	27' 10"	
57	28' 4"	
58	28' 10"	
59	29' 4"	
60	29' 10"	
61	30' 4"	
62	30' 10"	
63	31' 4"	
64	31' 10"	
65	32' 4"	
66	32' 10"	
67	33' 4"	
68	33' 10"	
69	34' 4"	
70	34' 10"	
71	35' 4"	
72	35' 10"	
73	36' 4"	
74	36' 10"	
75	37' 4"	
76	37' 10"	
77	38' 4"	Head Block and Arbor Only
78	38' 10"	Head Block and Arbor Only
79	39' 4"	
80	39' 10"	Head Block and Arbor Only
81	40' 4"	
82	40' 10"	Head Block and Arbor Only
83	41' 4"	
84	41' 10"	Head Block and Arbor Only
85	42' 4"	
86	42' 10"	Head Block and Arbor Only
87	43' 4"	
	44' 5"	Upstage Wall

Cadillac Palace

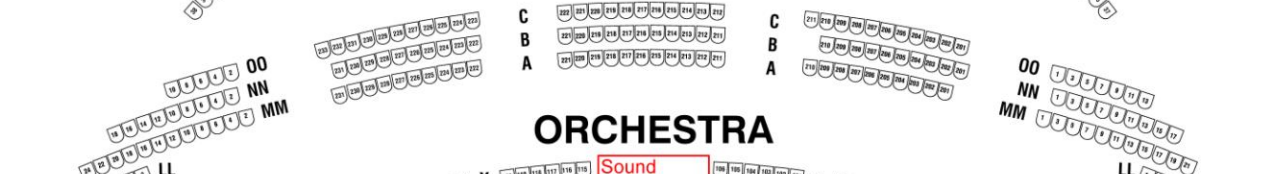
BALCONY



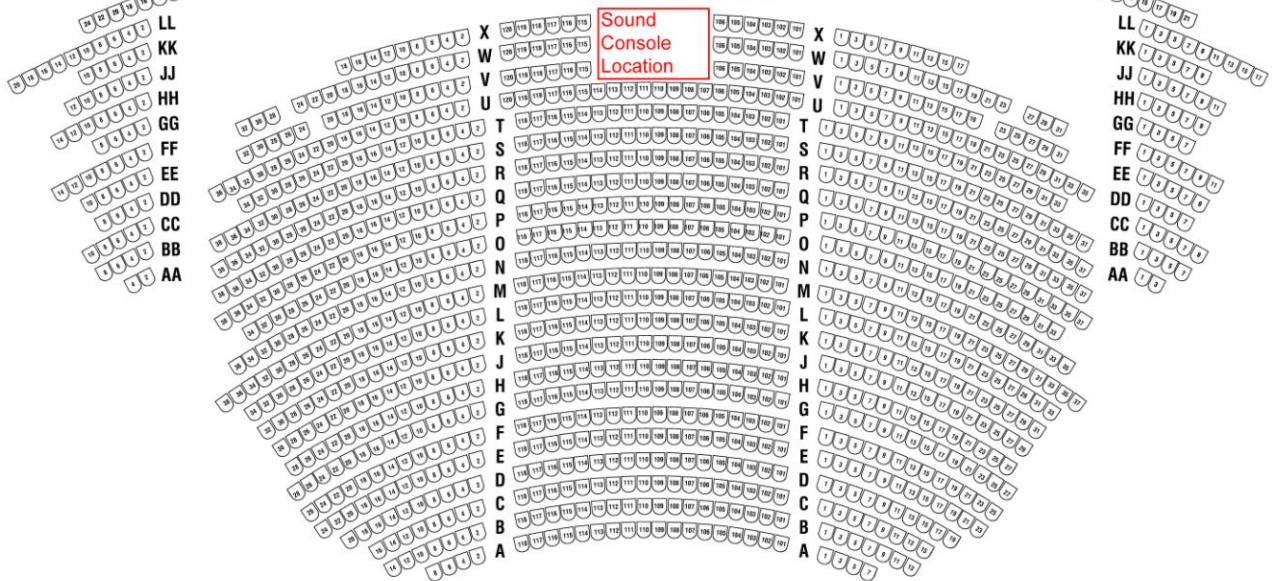
LOGE



DRESS CIRCLE



ORCHESTRA



STAGE