



**HARTFORD  
SYMPHONY  
ORCHESTRA**

## HSO Rehearsal Hall & Bushnell Backstage Procedures

Please help us to adhere to the Bushnell's safety and security policies by observing the following procedures:

### Bushnell Performing Arts Center

---

#### *Visitor Policies*

Only musicians should enter the venue via the backstage doors. When accompanied by guests, please use the main entrance on Capital Avenue main.

Visitors are only allowed backstage following performances and only as space and logistics permit. Visitors are not allowed backstage before concerts or during intermission.

If you wish to host visitors backstage after a concert, please notify Charles Freitag ([CFreitag@hartfordsymphony.org](mailto:CFreitag@hartfordsymphony.org)) at least two days prior to the concert. Otherwise, please plan to meet guests in the lobby.

Children present for rehearsals should be seated in the audience. Unattended children are not allowed backstage during rehearsals or performances.

#### *Stage Doors*

The door between the Belding lobby and backstage will be locked at all times. The keycode panel is located to the left of the doors near the drinking fountains. Code: 1934

#### *Personal Items*

Personal items, such as small purses or small cases, are allowed on stage. If you bring a personal item on stage, place them out of sight while performing to ensure the stage is tidy, paths are clear, and the elegance and professionalism of Orchestra's staged presentation is upheld. Be sure to move any personal items, including instruments, when instructed by HSO staff or stage crew to help facilitate stage changes.

#### *Crew Considerations*

Due to the structure of the IATSE crew calls, please pack up and leave the stage area as quickly as possible after rehearsals and concerts. We have a limited amount of time to exit the stage area before IATSE crew members are granted another 4-hour call. You are welcome to remain in the open area near the loading docks. In Belding, please move outside the theater doors. In Mortensen, please make sure you are off the stage.

Please be aware and considerate of the stage crew in any venue. For the safety of all, stay alert and give right of way to the crew, especially those moving or carrying large instruments and equipment.

---

### 61 Woodland Street Rehearsal Hall

---

The HSO Rehearsal Hall is located in a state-owned and operated facility, which is locked and alarmed overnight between the hours of 7:00pm and 7:00am, Monday through Saturday, and all day on Sundays and holidays.

#### *Building Access*

If you arrive for rehearsal and find that the doors locked, please call the HSO staff member working the rehearsal to be let in.

Please utilize only the entrances and exits facing Asylum Street or near the security desk. Please do not prop open or hold doors as an alarm will sound if doors are open longer than 30 seconds.

Only use patio doors in case of an emergency. Smoking is prohibited on the patio at all times. Please smoke in designated areas near the Asylum Avenue entrance.

Please do not use the lounge area near the security desk. This area is cleaned by the building staff before 7PM and we do not have access to this area during rehearsals.

#### **Contact:**

Nathan Scalzone

Director, Artistic Operations

O: 860.760.7301

M: (646) 250-8361

[nscalzone@hartfordsymphony.org](mailto:nscalzone@hartfordsymphony.org)