

PRODUCTION OVERVIEW 2025

UPDATED 4/11/25



VENUE AMT THEATER | 354 WEST 45TH STREET | NYC, NY 10036

VENUE GUIDELINES RULES OF USE ESTABLISHED BY AMT THEATER AND BROADWAY BOUND THEATRE FESTIVAL

NON-NEGOTIABLE

STRICTLY PROHIBITED INSIDE VENUE

- CIGARETTE SMOKING, CANDLES, OPEN FLAME, AND/OR PYROTECHNICS
- FOG, SMOKE, HAZE, AND/OR DRY ICE EFFECTS
- ATTACHING HARDWARE INTO THEATRE FLOORS, CEILING, AND WALLS
 - INCLUDES SCREWS, NAILS, HINGES, HOOKS, ETC...
 - **VIOLATORS WILL BE RESPONSIBLE FOR ALL ASSESSED DAMAGES**
- REAL AND/OR FUNCTIONAL WEAPONRY INCLUDING FIREARMS, SWORDS, & KNIVES
 - PROP WEAPONRY MUST BE PRESENTED TO THE BBTF PM FOR APPROVAL
 - PHOTOS AND DETAILED DESCRIPTION OF PROP WEAPONRY MUST BE SUBMITTED TO BBTF BY MAY 15 FOR APPROVAL.
- GLASS, WATER, AND/OR LIQUIDS ON STAGE

FLAMEPROOFING - AS PER FDNY AND NYC FIRE CODE

- ALL DECORATIVE AND SCENIC FABRIC AND DRAPERY USED MUST BE FLAME RETARDANT
- CERTIFICATES/PROOF OF FLAME RESISTANCE ARE ATTAINED FROM EITHER THE SUPPLIER OF THE ITEMS, OR FROM THE COMPANY THAT TREATED THE ITEMS.
- A COPY OF THE CERTIFICATE MUST BE PRESENTED TO THE BBTF PM FOR APPROVAL NO LATER THAN ONE WEEK PRIOR TO TECHNICAL REHEARSAL.

OTHER

- FOOD IS NOT PERMITTED INSIDE THE THEATRE INCLUDING THE HOUSE, LOBBY, TECH MEZZANINE & DRESSING ROOMS.
 - WATER ONLY IN BOTTLES WITH SCREW TOPS ARE PERMITTED

**FESTIVAL
GUIDELINES**

THE FOLLOWING FRAMEWORK HAS BEEN ESTABLISHED BY BBTF TO CULTIVATE A SAFE, ORGANIZED, AND EQUITABLE PRODUCTION PROCESS FOR EVERY FESTIVAL PARTICIPANT.

FESTIVAL PARTICIPANTS, PER SIGNED CONTRACT, ARE EXPECTED TO BEHAVE IN A PROFESSIONAL, COURTEOUS MANNER AT ALL TIMES TO BBTF & AMT THEATRE STAFF.

ANY AND ALL QUESTIONS ARE TO BE DIRECTED TO BBTF STAFF ONLY. PARTICIPANTS ARE RESTRICTED FROM CONTACTING AMT DIRECTLY.

BBTF IS THE LICENSEE OF THE VENUE AND EACH PRODUCER IS A **GUEST** OF BBTF. AS SUCH, EACH PRODUCER IS RESPONSIBLE FOR THE ACTIONS AND BEHAVIOR OF THEIR TEAM. ALL ARE EXPECTED TO ABIDE BY THE FESTIVAL GUIDELINES AND AMT THEATER HOUSE RULES.

VIOLATIONS OF RULES/GUIDELINES THAT MAY RESULT IN A FINE ISSUED BY BBTF, AND COULD RESULT IN THE CANCELLATION OF A PRODUCTION, PER THE CONTRACT WITH BBTF.

- GUIDELINES SUBJECT TO FINE IF VIOLATED INCLUDE, BUT NOT LIMITED TO:
 - DAMAGE TO FESTIVAL AND/OR AMT PROPERTY
 - **COST OF REPAIR OR REPLACEMENT INCLUDING LABOR**
 - FAILURE TO MEET FESTIVAL SUBMISSION DEADLINES, AND ATTEND MEETINGS, INFORMATION SESSIONS, & PRODUCTION DEADLINES
 - **UP TO \$500 FINE**
 - CONTACTING AMT DIRECTLY ON MATTERS CONCERNING YOUR PRODUCTION RATHER THAN BBTF STAFF, INCLUDING BOX OFFICE AND PRODUCTION MATTERS
 - **UP TO \$500 FINE OR CANCELLATION**

- RULES/GUIDELINES SUBJECT TO CANCELLATION OF A PARTICIPANT PRODUCTION IF VIOLATED INCLUDE, BUT ARE NOT LIMITED TO:
 - MALICIOUS AND DISRESPECTFUL BEHAVIOR THAT COMPROMISES THE SAFETY AND CREATIVE PRODUCTION PROCESS FOR OTHERS
 - HATE SPEECH
 - AGGRESSIVE AND/OR THREATENING ACTIONS TOWARDS FESTIVAL PARTICIPANTS, BBTF STAFF, AMT THEATER STAFF, AND/OR MEMBERS OF THE PUBLIC.
 - VIOLATION OF CONTRACT TERMS

ALL FESTIVAL PRODUCTIONS HAVE AUTONOMY OVER THEIR INDIVIDUAL WORK, AS LONG AS IT IS IN COMPLIANCE WITH BBTF AND AMT THEATER RULES AND GUIDELINES.

**FESTIVAL
SCHEDULE**

THE COMPLETE FESTIVAL SCHEDULE - **TBA**

GENERAL WEEKLY OVERVIEW - 3-4 PRODUCTIONS IN REPERTORY

MONDAY & TUESDAY *

TECHNICAL REHEARSALS

WEDNESDAY - SUNDAY

PERFORMANCES

* THE FIRST WEEK OF THE FESTIVAL SHALL HAVE TECHNICAL REHEARSALS ON WEDNESDAY TO ACCOMMODATE FESTIVAL LOAD IN ON MONDAY 7/21

PERFORMANCE

EACH PRODUCTION HAS A WINDOW OF TIME EACH PERFORMANCE THAT INCLUDES LOAD-IN, HOUSE OPEN, PERFORMANCE, AND STRIKE.

PLAYS

60 MINUTES PRIOR TO CURTAIN CHECK IN (15 MINUTES)

PARTICIPANT PRODUCTIONS MAY MOVE PHYSICAL PRODUCTION ITEMS INTO THE LOBBY IN THE DESIGNATED HOLDING AREA

45 MINUTES PRIOR TO CURTAIN LOAD-IN (30 MINUTES)

PARTICIPANT CAST & CREW MAY ENTER THE THEATRE

15 MINUTES PRIOR TO CURTAIN HOUSE OPENS (15 MINUTES)

CURTAIN ALLOTTED RUN TIME (90 MINUTES)

END OF ALLOTTED RUN TIME STRIKE (15 MINUTES)

1 HOUR 45 MINUTES AFTER CURTAIN HARD OUT

MUSICALS

60 MINUTES PRIOR TO CURTAIN CHECK IN (15 MINUTES)

PARTICIPANT PRODUCTIONS MAY MOVE PHYSICAL PRODUCTION ITEMS INTO THE LOBBY IN THE DESIGNATED HOLDING AREA

45 MINUTES PRIOR TO CURTAIN LOAD-IN (30 MINUTES)

PARTICIPANT CAST & CREW MAY ENTER THE THEATRE

15 MINUTES PRIOR TO CURTAIN HOUSE OPENS (15 MINUTES)

CURTAIN ALLOTTED RUN TIME (110 MINUTES)

INCLUDES INTERMISSION

END OF ALLOTTED RUN TIME STRIKE (15 MINUTES)

2 HOURS 5 MINUTES AFTER CURTAIN HARD OUT

CAPS ARE PLACED ON RUN TIMES AND STRIKE TO ENSURE ADEQUATE CHANGEOVER TIME BETWEEN PRODUCTIONS FOR BBTF PARTICIPANTS AND STAFF.

PRODUCTIONS THAT EXCEED THEIR ALLOTTED RUN TIME WILL BE CUT OFF.

IF PRODUCTIONS DO NOT USE ALL OF THEIR ALLOTTED TIME, THE REMAINDER WILL GO TO THE HOUSE AND FESTIVAL STAFF FOR CHANGEOVER.

- TIME MAY NOT BE SHARED BY TWO DIFFERENT PRODUCTIONS

TECHNICAL REHEARSALS

THE COMPLETE FESTIVAL SCHEDULE - **TBA**

- EACH PLAY IS ALLOTTED ONE, 4-HOUR TECHNICAL REHEARSAL
- TECHNICAL REHEARSALS **INCLUDE LOAD IN, SET UP, STRIKE, AND HARD OUT**
- **MUSICALS ONLY** WILL HAVE THE OPTION TO PURCHASE UP TO TWO HOURS OF ADDITIONAL TECH TIME AS THE FESTIVAL ACKNOWLEDGES THE ADDED TECHNICAL COMPLEXITY WHEN INCORPORATING LIVE MUSIC AND VOCAL REINFORCEMENT WITH PERFORMANCE.
 - FEE FOR ADDITIONAL TIME IS \$250 PER HOUR (MAXIMUM \$500)
 - THIS COST DIRECTLY COVERS OVERTIME RATES FOR BBTF STAFF AND THE VENUE

LOAD IN & STRIKE

THE TECHNICAL ELEMENTS FOR EACH PRODUCTION MUST BE ABLE TO FULLY LOAD IN AND SET FOR TOP OF SHOW IN 30 MINUTES OR LESS INCLUDING WARDROBE, PROPS, SCENERY, AND MUSICAL INSTRUMENTS

STRIKE MUST BE COMPLETED BEFORE THE HARD OUT OF THE PERFORMANCE SLOT

STORAGE

OVERNIGHT STORAGE FOR EACH PRODUCTION IS LIMITED.

- EACH PRODUCTION IS ALLOTTED SPACE FOR A SINGLE STORAGE CONTAINER
 - MAY NOT EXCEED APPROXIMATELY 40 GALLONS OR 22" X 36" X 16"
 - AN EXAMPLE OF AN ACCEPTABLE STORAGE TOTE [HERE](#)
- **ITEMS THAT CANNOT FIT INSIDE THE ALLOTTED STORAGE CONTAINER MUST LEAVE THE VENUE AFTER TECHNICAL REHEARSALS AND LOAD IN AGAIN PRIOR TO PERFORMANCE**

PERISHABLES

PERISHABLES ARE SINGLE USE ITEMS AND SUPPLIES THAT ARE USED DURING REHEARSAL AND PERFORMANCE.

PARTICIPANTS MUST PROVIDE THEIR OWN STOCK OF PERISHABLES. COMMON PERISHABLES INCLUDE ITEMS SUCH AS OFFICE SUPPLIES, BATTERIES, AND TAPE.

PARTICIPANTS WHO WISH TO SPIKE (MARK POSITIONS OF PROPS/FURNITURE ON THE STAGE FLOOR) MUST DO SO USING THE FOLLOWING REMOVABLE, NON-DAMAGING TAPES:

- | | |
|--------------------------------|---|
| • SPIKE TAPE | TO MARK PLACEMENT |
| • CLEAR VINYL DANCE FLOOR TAPE | TO PROTECT THE SPIKE |
| • BLACK GAFFERS TAPE | TO MASK THE SPIKE FOR OTHER PRODUCTIONS |

FESTIVAL PARTICIPANTS WILL BE CHARGED A FEE FOR ANY USE OF BBTF PERISHABLES SUCH AS TAPE

PROP WEAPONS

ALL PROP WEAPONS MUST BE SUBMITTED TO THE BBTF PRODUCTION MANAGER NO LATER THAN TWO WEEKS PRIOR TO TECHNICAL REHEARSAL FOR APPROVAL.

PROP FIREARMS MUST BE COMPLETELY NON-FUNCTIONING AND INCAPABLE OF FIRING PROJECTILES OR BLANKS.

- NO STARTER PISTOLS.
- ALL BARRELS MUST BE CAPPED

LAST MINUTE SUBSTITUTIONS OR ADDITIONS MAY NOT BE ACCOMMODATED.

BLADED PROP WEAPONS MUST BE BLUNTED AND/OR RETRACTABLE

PARTICIPANT STAFFING

EACH PLAYWRIGHT/PRODUCER IS RESPONSIBLE FOR HIRING A QUALIFIED PRODUCTION TEAM TO SUPPORT THE ARTISTIC AND LOGISTICAL NEEDS OF THEIR PRODUCTION

POSITIONS AND RESPONSIBILITIES TYPICAL OF A PRODUCTION:

- DIRECTOR - ARTISTIC HUB OF THE PRODUCTION
- STAGE MANAGER - ORGANIZES AND DOCUMENTS THE REHEARSAL PROCESS AND CALLS SHOW CUES AS LEAD SHOWRUNNER DURING PERFORMANCE
- LIGHTING DESIGNER - DESIGNS THE LIGHTING AESTHETIC AND TIMING OF CUES
- SOUND DESIGNER - DESIGNS THE AUDIBLE AESTHETIC OF THE PRODUCTION, INCLUDING SOUND EFFECTS, MUSIC PLAYBACK, & MIC BALANCING (MUSICALS)
- SCENIC/PRODUCTION DESIGNER - DESIGNS THE SCENIC AND PROP AESTHETIC
- COSTUME DESIGNER - DESIGNS THE WARDROBE AND HAIR AESTHETIC
- LOADING CREW - STAGEHANDS TO LOAD IN AND STRIKE EACH PERFORMANCE. IN A FESTIVAL SETTING THIS IS OFTEN DELEGATED TO MEMBERS OF THE PRODUCTION TEAM AND SOMETIMES PERFORMERS
- RUN CREW - ANY ADDITIONAL STAGE HANDS NEEDED TO RUN THE SHOW. THIS MAY INCLUDE, WARDROBE SUPERVISOR, PROPS SUPERVISOR, ASSISTANT STAGE MANAGER, ETC... SEE ALSO BBTF STAFFING NOTES BELOW.

BBTF STAFFING

PRODUCTION MANAGER	COORDINATES TECHNICAL LOGISTICS BETWEEN BBTF AND THE VENUE, PROVIDES TECHNICAL GUIDANCE TO ALL PARTICIPANTS TO ENSURE UNDERSTANDING OF FESTIVAL STRUCTURE, RULES & REQUIREMENTS, SUPERVISES THE TECHNICAL REHEARSALS OF ALL PRODUCTIONS TO MAINTAIN & ENFORCE RULES/GUIDELINES.
SOUND DESIGNER & COORDINATOR	DESIGNS & INSTALLS THE FESTIVAL SOUND SYSTEM, CONSULTS WITH ALL PARTICIPANT GROUPS ON ITS OPERATION, ADVISES ON SHOW FILE STRUCTURE AND ORGANIZATION
GENERAL & HOUSE MANAGER	MANAGES THE AUDIENCE AND FRONT OF HOUSE OPERATIONS DURING PERFORMANCES, INCLUDING BOX OFFICE
TECHNICAL SUPERVISOR, LIGHTING PROGRAMMER/ BOARD OPERATOR	SERVES AS LIGHT BOARD PROGRAMMER AND OPERATOR FOR ALL PARTICIPATING PRODUCTIONS AS WELL AS TECHNICAL SUPERVISOR DURING PERFORMANCES
AUDIO ENGINEER (A1)	MUSICALS ONLY SHALL BE PROVIDED WITH AN A1 TO ENSURE PROPER SETUP AND CONNECTION OF BAND AMPLIFICATION AS WELL AS SETUP AND OPERATION OF LAVALIER MICROPHONES

- PARTICIPANTS MAY HIRE BBTF STAFF **IN ADVANCE** TO DESIGN THEIR PRODUCTION.
- ACCEPTANCE AND WORKING RATE IS AT THE DISCRETION OF THE BBTF STAFF MEMBER.

AMT THEATRE STAFFING

ONLY BBTF STAFF ARE PERMITTED TO INTERFACE WITH THE VENUE REGARDING FESTIVAL LOGISTICS

PARTICIPANTS MUST DIRECT ALL TECHNICAL AND BOX OFFICE QUESTIONS TO BBTF STAFF

TECH SPECS

THE COMPLETE FESTIVAL GROUND PLAN, LIGHT PLOT WITH CHANNEL HOOKUP & AUDIO PLOT WITH FORMATTED SHOW FILES SHALL BE DISTRIBUTED TO ALL PARTICIPATING PRODUCTIONS

- THE DECK, OR PLAYING AREA, IS APPROXIMATELY 20' WIDE X 10' DEEP - A SCALE GROUND PLAN SHALL BE DISTRIBUTED BY THE END OF APRIL
 - A BLANK PLAN FOR BLOCKING AND NOTES WILL BE DISTRIBUTED SEPARATELY
- BACKSTAGE SPACE UNDER ORCHESTRA LOFT
- LIGHTING
 - THE REP LIGHT PLOT, CHANNEL HOOKUP, AND MAGIC SHEETS TO BE DISTRIBUTED TO ALL PARTICIPANTS BY THE END OF APRIL
 - CONTROL CONSOLE - ETC ELEMENT 2
 - FESTIVAL LIGHT PLOT INCLUDES COMPREHENSIVE SYSTEMS OF LED LIGHTING WITH COLOR MIXING INCLUDING TOP, FRONT, SIDES, AND BACK LIGHT.
- MUSIC PLAYBACK & SOUND EFFECTS
 - THE FESTIVAL SHALL PROVIDE A MAC COMPUTER WITH QLAB FOR USE BY ALL PARTICIPANTS
 - A PRE-SHOW ANNOUNCEMENT SOUND FILE WILL BE PROVIDED BY BBTF AND WILL BE NO MORE THAN ONE MINUTE IN DURATION TO BE USED BY ALL FESTIVAL PARTICIPANTS
- **MUSICALS ONLY**
 - THERE IS AN ORCHESTRA LOFT LOCATED UPSTAGE FOR ALL MUSICAL PARTICIPANTS. THIS LOCATION IS MANDATORY FOR ALL INSTRUMENTATION AS ALL FESTIVAL AUDIO INFRASTRUCTURE FOR SUPPORTING INSTRUMENTATION WILL BE LOCATED HERE
 - A KEYBOARD AND E-DRUM KIT WILL BE PROVIDED
 - MICS AND DIRECT INPUTS FOR UP TO TWO ADDITIONAL INSTRUMENTS PROVIDED BY PARTICIPANT PRODUCTION
 - 2 INSTRUMENTAL POSITIONS, KEYBOARD AND DRUMS, WILL BE ACCOMMODATED BY THE FESTIVAL WITH NO EXTRA FEE
 - THE SUPPORT FOR UP TO 2 ADDITIONAL INSTRUMENTS MAY BE ACCOMMODATED (4 INSTRUMENTS TOTAL) FOR AN ADDITIONAL \$125 PER INSTRUMENT
 - NO ACOUSTIC INSTRUMENTATION - THIS IS IN ORDER TO PRESERVE THE QUALITY AND CONSISTENCY OF THE MUSICAL PRESENTATION
 - 4 WIRELESS HEADSET MICS FOR VOCAL REINFORCEMENT ARE INCLUDED IN THE FESTIVAL REP
 - UP TO 4 ADDITIONAL MICS MAY BE RENTED FROM THE FESTIVAL (MAXIMUM 8 VOCALS) FOR AN ADDITIONAL \$150 PER MICROPHONE
 - MUSICAL VOCALISTS MUST USE MICROPHONE REINFORCEMENT
- CLEAR COM
 - THREE WIRELESS HEADSETS WILL BE MADE AVAILABLE. ONE IN THE TECH MEZZANINE AND TWO FOR USE ELSEWHERE

DRESSING ROOMS

THERE IS ONE DRESSING ROOM AVAILABLE FOR FESTIVAL LOCATED AT THE BACK OF HOUSE RIGHT

- MAXIMUM CAPACITY FOR DRESSING ROOMS IS 8 NON EQUITY ACTORS (7 EQUITY)
- AT THE END OF ALL TECHNICAL REHEARSALS AND PERFORMANCES, FESTIVAL PARTICIPANTS MUST LEAVE THE DRESSING ROOMS EMPTY OF ALL PERSONAL AND PRODUCTION RELATED ITEMS.
 - THERE IS NO OVERNIGHT STORAGE IN THE DRESSING ROOMS
 - PARTICIPANTS MUST LEAVE THE DRESSING ROOMS CLEAN AND TIDY AFTER USE
 - CLEANING SUPPLIES WILL BE STOCKED FOR PARTICIPANT USE
- PARTICIPANTS MAY NOT PLACE SIGNS OR TAPE ON THE WALLS OF THE VENUE.
- THE REFRIGERATOR IS FOR BBTF USE ONLY. NO PERSONAL OR SHOW ITEMS.
 - EXCEPTIONS MAY BE MADE FOR MEDICAL REASONS - COORDINATE THIS WITH THE BBTF PRODUCTION MANAGER

FESTIVAL DOCUMENTS

ALL BBTF TECHNICAL SPECS AND OTHER DOCUMENTS FOR DISTRIBUTION TO PARTICIPANTS WILL BE DISTRIBUTED VIA SHARED GOOGLE DRIVE FOLDERS BY THE END OF APRIL... SEE ALSO "TECH SPECS"

FESTIVAL SCOPE

THE FOCUS OF BROADWAY BOUND THEATRE FESTIVAL IS TO DEVELOP AND PRESENT THE WRITTEN WORK

PRODUCTION DESIGN ELEMENTS ARE ENCOURAGED TO BE MINIMAL

- NO BULKY SCENERY OR WALL UNITS
 - THERE IS NO STORAGE SPACE ON SITE FOR PARTICIPANTS BEYOND THE SINGLE STORAGE BIN MENTIONED ABOVE (SEE ALSO "STORAGE")
 - ANY ELEMENTS USED MUST BE FREESTANDING. THERE IS NO HARDWARE PERMITTED TO BE USED ON THE AMT THEATER STAGE
- ALL COSTUMES, SCENERY AND PROPS THAT DO NOT FIT IN THE ALLOTTED SINGLE STORAGE BIN ARE TO BE LOADED IN AND OUT OF THE THEATRE BEFORE AND AFTER TECHNICAL REHEARSAL AND PERFORMANCES.
- LIGHTING IS RESTRICTED TO THE FESTIVAL LIGHT PLOT. NO ADDITIONAL FIXTURES PERMITTED (DOES NOT INCLUDE PRACTICALS)
- THERE IS NO PROJECTOR OR PROJECTIONS CAPABILITIES IN THE FESTIVAL PLOT

THE FESTIVAL WILL PROVIDE THE FOLLOWING PROP FURNITURE FOR SHARED USE BY ALL PARTICIPANTS:

- 2 STOOLS
- 2 REHEARSAL CUBES
- 1 FOLDING TABLE APPROX 32" X 32"
- 1 FOLDING TABLE APPROX 2' X 5'
- 1 BENCH APPROX 32" WIDE

**SUBMISSIONS
SCHEDULE
OVERVIEW**

- APRIL 10, 2025 SIGNED CONTRACTS AND PARTICIPATION FEE DUE
- APRIL 13, 2025 ALL PLAYWRIGHTS ZOOM - MANDATORY
- WEEK OF APRIL 14, 2025 MANDATORY ZOOMS
 - SUCCESSFUL SHOW PRODUCTION FOR PRODUCERS
 - REVIEW OF FESTIVAL RULES & GUIDELINES FOR PRODUCERS
- JUNE 10, 2025 LOGLINE/SYNOPSIS/ARTWORK FINALIZED AND SUBMITTED
- MID/LATE JUNE A BBTF STAFF MEMBER WILL ATTEND ONE OR MORE REHEARSAL
- WEEK OF JUNE 16, 2025 REVIEW OF FESTIVAL RULES & GUIDELINES FOR DIRECTORS & STAGE MANAGERS
- JUNE 17, 2025 BRING-IN LIST FINALIZED
- JUNE 30, 2025 FINALIZED COMPANY ROSTER SUBMITTED
- WEEK OF JULY 14, 2025 MANDATORY ZOOM - SOUND AND LIGHTING DESIGNERS
- JULY 21, 2025 MANDATORY EVENING SITE TOUR

- TWO WEEKS FROM TECH PROP WEAPONS LIST SUBMITTED FOR APPROVAL IF APPLICABLE
- ONE WEEK FROM TECH FIREPROOFING CERTIFICATES/AFFIDAVITS DUE IF APPLICABLE

BY SIGNING BELOW, THE BROADWAY BOUND THEATRE FESTIVAL PARTICIPANT ACKNOWLEDGES THEY HAVE READ, UNDERSTAND AND ACCEPT THE RULES AND GUIDELINES EXPRESSED IN THE BBTF 2025 PRODUCTION OVERVIEW.

PARTICIPANT PRODUCTION NAME

DATE

PARTICIPANT NAME (PRINTED)

PARTICIPANT SIGNATURE