

## **Meghan McCalley**

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**From:** rehoboth  
**Sent:** Monday, March 16, 2020 9:46 AM  
**To:** Meghan McCalley; Katie Bragg; Carol Everhart; Emily Grothey; Sophia Sawicki; Abbie Kaiser; Joe Todaro  
**Subject:** FW: Milton Theatre Official Statement On COVID-19

**From:** John Paul Lacap <marketing@miltontheatre.com>  
**Sent:** Friday, March 13, 2020 4:05 PM  
**Subject:** Milton Theatre Official Statement On COVID-19



You've most likely already heard about the Governor's request to temporarily suspend large public gatherings. We're adapting as quickly as we can to this situation as it changes by the hour. As you might imagine, our phone lines are very busy and we apologize for the delay in response to email queries. Our staff is working extended hours and rest assured that we're here for you.

The safety of our staff and patrons is of utmost importance to us. As a small non-profit organization we're doing our best to tackle this challenging situation while still considering every option to stay afloat on behalf of our employees, artists, and other businesses in downtown Milton. Unlike larger organizations, the Milton Theatre cannot afford to close for a month (or more).

### **For ticket holders, we'll be handling all future shows on a "per-event basis":**

We're trying our best to continue our events within the guidelines stated by local, state, and federal health officials. If you have tickets for future events (especially for the next 2 weeks) we will be informing you via email of any schedule changes. Aside from updating our strict cleaning and sanitation procedures, we'll be implementing the following guidelines for future events.

- Limiting audience size to 40% of our seating capacity (as within Governor's advise)
- With reduced capacity, patrons have the option to exercise social distancing by choosing any open seat
- Our dedicated Milton Theatre staff will be spending extra hours cleaning & preparing our venue prior to every event, and we will be adding sanitizer dispensers in our lobby and bar area.
- All employees are instructed to stay at home if they are not at all 100% and we're asking the same for our guests
- Emails will be sent to everyone with future tickets on what options we offer so that you may continue to enjoy quality programming

While taking extreme cautionary measures, we respect that you might not want to share an experience with us for the time being. But if you need a piece of Theatre to raise your hopes, lift your spirits and lighten your heart, or you just need a temporary distraction across all of this uncertainty, **WE'RE HERE.**

### **THIS WEEKEND:**

**"Split Man" Andy Gross** - March 13 - **canceled** (email sent to all ticket holders)

**Divalicious** - March 14 - **postponed** (email sent to all ticket holders)

**Frozen Dress-Up & Sing-Along Film Screening** - March 15 - **on schedule** (email sent to all ticket holders)

We continue to monitor the situation closely and will update our plans and policies accordingly. Thank you for your continued support as we look forward to providing you a safe and welcoming

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**JP Lacap**

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