



September 15, 2020

To: **Adult & Dislocated Worker Section**  
201 East Washington Avenue  
Madison, WI 53707  
WIOATitleI@dwd.wisconsin.gov

**Mayor Satya Rhodes-Conway**  
Mayor's Office  
210 Martin Luther King Jr Blvd, Room 403  
Madison, WI 53703  
mayor@cityofmadison.com

From: Joel Plant  
Chief Executive Officer  
Frank Productions, LLC  
29 S. Livingston St., Madison, WI 53703

Re: **Announcement of Planned Action**

Dear Mayor Rhodes-Conway,

Over the course of the last six months, Frank Productions and the entertainment industry as a whole have been severely impacted by COVID-19 and by the national and local response to the COVID-19 pandemic. We have explored many options and have developed a plan to try to maintain some level of operations during this difficult time. But, given the continued and increasing restrictions on our company's ability to operate and the quickly evolving COVID testing data and government mandated restrictions, we have determined that we are not able to sustain full operations or full employment at all of our locations at this time.

We are writing to inform you that there will be a mass layoff and/or reduction in hours and pay at Frank Productions, with the first effective date of September 20, 2020. This is true for all of our Madison, WI sites located at the following addresses:

- 29 S. Livingston St.
- 25 S. Livingston St.
- 115 King St.
- 216 State St.
- 701 E. Washington Ave.



These mass layoffs and reductions in hours and pay do not have a known end date at this time. Frank Productions does not have a job bumping system, that is, employees will not be able to displace more junior employees out of their job positions as a result of this mass layoff and reduction in pay and hours.

The following is a list of the job positions and number of individuals who will be affected by the mass layoff and reduction in pay and hours:

Job Title	Number of Affected Employees in Job Title
Accountant	3
Accounts Payable Manager	1
Assistant Box Office Manager	1
Bar Manager	2
Booking Coordinator	2
Box Office Manager	1
Contracts and Risk Manager	1
Creative Marketing Coordinator	1
Creative Marketing Manager	2
Digital Marketing Coordinator	1
Dir of Creative Marketing	1
Maintenance Staff	1
Marketing Coordinator	4
Marketing Manager	2
Office Coordinator	1
Office Manager	1
Production Coordinator	1
Production Manager	1
Production Manager	1
Project Coordinator	1
Security Manager	2
Sr Accountant	1
Sr Talent Buyer	1
Talent Buyer	2
Technical Coordinator	1
Technical Manager	1
Ticketing Manager	1
Tour Coordinator	1



If you have any questions or would like additional information concerning this matter, please contact our Director of HR, Amanda Sheppard at [amanda@frankproductions.com](mailto:amanda@frankproductions.com) or at 608-216-2862.

Sincerely,

Joel Plant  
CEO

A handwritten signature in blue ink, appearing to read "JP".