

43rd ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
The Power of Transformation

PIANNING COMMITTEE MARCH MEETING AGENDA

Sunday, March 5, 2017 @ 10:00 AM

Downers Grove South High School

1436 Norfolk St.

Downers Grove, IL 60516

I. Attendance

VOTING MEMBERS IN ATTENDANCE

Nathaniel Haywood, Executive Director (2018)

Annaliisa Ahlman, Secretary/Executive Director (2019)

Ryan Lambert, Assoc. Director of Promotions

Dori Foster, Assoc. Directors of Promotions

Adam Miller, Assoc. Director of Auditions

Britnee Kenyon, Assoc. Director of Auditions

Michelle Bayer, Assoc. Director of Play Selection

Vic Pilolla, Assoc. Director of Play Selection

Andy Simon, Assoc. Director of Exhibits

Hector Hernandez, Assoc. Director of Exhibits

Tom Skobel, Assoc. Director of Workshops

Katherine Apperson, Assoc. Director of Workshops

Teslen Sadowski, Assoc. Director of Technology

Thom Ringrose, Director of Technology

Dennis Anastasopoulos, Box Office & Ticketing

LaDonna Wilson, Executive Director Emeritus (2017) & All-State Director

Tim Broeker, All-State Co-Producer

Anna Jakubka, All-State Co-Producer

Liesl Krieger, Assoc. Director of Development & Public Relations

Kurt Steinhauser, Historian /Documentarian

NONVOTING MEMBERS IN ATTENDANCE

Aimee-Lynn Newlan, ITA Executive Director

Megan McCann, ISU/Local Arrangements - Program Coordinator

Michael Vetere & Cyndee Brown, ISU Dept. of Theatre and Dance Reps

Beth Ann Barber & Jonathan Meier, ITA Liaison

Student Committee Representatives – John Lattanzi (UIUC), Athanasia Giannetos (UIUC)

VOTING MEMBERS ABSENT

Judy Swiger, Assoc. Director of Hospitality/Mentors

NONVOTING MEMBERS ABSENT

Michelle Marquart, U of I/Local Arrangements - Program Coordinator

J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.

Student Committee Representatives - MacKenzie Sinta (UIUC)

Krannert Center Staff – Lisa Lillig
Krannert Center Staff – Matthew Brooks, Jordan Lingreen, Maddie Martin, Nicole Bromley
Allan Kimball, ITA President

II. Introductions

A. Committee Re-Introductions

III. Committee Orientation – Aimee-Lynn Newlan

A. Illinois Theatre Association

- i. Overview
- ii. Bylaws
- iii. IHSTF as a Standing Committee of the ITA
- iv. Important Policies and Procedures

B. Website

C. Email Accounts (Gmail)

D. Other

IV. Committee Reports – Focus on exit reports (2016 & 2017), survey results, preliminary tasks accomplished, anticipated actions, and theme integration.

A. Executive Director – Nathaniel Haywood

1. Survey observations
2. Exit report observations
3. Updates
 - a. Budget
 - b. Logo design
 - c. Opening Ceremonies
 - d. Program Update (size, sign-up via registration)
4. Comments/Concerns/Other

B. Technology - Thom Ringrose and Teslen Sadowski

1. Survey & exit report observations
2. App Spreadsheet Needs by Committee (workshops, auditions, play selection, exhibits)
3. Updates: Social Media Wall, Slideshow, Misc. Responsibilities
4. Anticipated actions
5. Theme Integration
6. Comments/Concerns/Other

C. All-State – LaDonna Wilson, Anna Jakubka, and Tim Broeker

1. Exit report observations
2. Tasks started/accomplished
 - a. Update on Concept/Theme Integration
 - b. Production staff update
 - c. Tour of facilities
 - d. Auditions (dates, forms, process, etc.)
 - e. Rehearsal Schedule
 - f. Company plans
3. Budget (Discussion during Section V)

4. Anticipated actions
 5. Theme Integration
 6. Comments/Concerns/Other
- D. Development - Liesl Krieger
1. Exit report observations
 2. Potential sources of development
 3. Sponsorship alternatives to program ads
 4. Anticipated actions
 5. Theme Integration
 6. Comments/Concerns/Other
- E. Workshops –Tom Skobel & Kate Apperson
1. Survey & exit report observations
 2. Potential for commissioned workshops
 3. Setup Changes (repeat popular workshops on Saturday, check-in changes, etc.)
 4. Anticipated actions
 5. Theme Integration
 6. Comments/Concerns/Other
- F. Exhibits – Andy Simon and Hector Hernandez
1. Survey & exit report observations
 2. Anticipated actions
 3. Theme Integration
 4. Comments/Concerns/Other
- G. Auditions – Adam Miller and Britnee Kenyon
1. Survey & exit report observations
 2. Technology Integration – Going Greener
 3. Anticipated actions (Power cord pricing/purchase, etc.)
 4. Theme Integration
 5. Comments/Concerns/Other
- H. Play Selection –Vic Pilolla and Michelle Bayer
1. Survey & exit report observations
 2. Response Process (updates, number of respondents, committee responsibility, etc.)
 3. Anticipated actions
 4. Theme Integration
 5. Comments/Concerns/Other
 - a. Potential for Faculty Show (i.e. - Love Letters)

LUNCH BREAK

- I. Local arrangements – Megan McCann
1. Survey & exit report observations
 2. Anticipated actions
 3. Comments/Concerns/Other

- J. Student representatives / Friday Activities
 - 1. Survey & exit report observations
 - 2. Anticipated actions (recruitment; building monitors; work with UIUC students)
 - 3. Theme Integration
 - 4. Comments/Concerns/Other

- K. Graduate Courses – Michael Vetere and Cyndee Brown
 - 1. Evaluations of changes
 - 2. Anticipated action
 - 3. Comments/Concerns
 - 4. CPDU Credits (Newlan)

- L. Mentors / Hospitality – Judy Swiger
 - 1. Evaluations of changes (multiple rooms for sponsors, etc.)
 - 2. Anticipated action
 - 3. Comments/Concerns

- M. Box Office – Dennis Anastasopoulos
 - 1. Evaluations of changes
 - 2. Anticipated action
 - 3. Theme Integration
 - 4. Comments/Concerns

- N. Promotions –Ryan Lambert and Dori Foster
 - 1. Survey & exit report observations
 - 2. New Products/Product Changes
 - 3. Anticipated actions
 - 4. Theme Integration (All-State-themed Fest gear, etc.)
 - 5. Comments/Concerns/Other

- O. Historian / Documentarian – Kurt Steinhauser

- P. ITA Liaison – Allan Kimball / Jonathan Meier / Beth Ann Barber / Aimee-Lynn Newlan

- V. Budgets – Megan McCann
 - A. Preliminary Financial Report from previous Festival
 - B. Preliminary Budget for Current Festival
 - 1. Explanations of projected income and expenditures
 - 2. All-State Production Budget (LaDonna, Tim, Anna)
 - 3. Comments/Concerns
 - 4. *Approval of a working budget.*
 - C. Approval of All-State Company Expense budget

- VI. Preparing April/May Web-Postings – items include:
 - All text must be proofread because it is all going online May 15th unless otherwise noted.*
 - A. Cover Letter (Nathaniel)

- B. Committee List (Nathaniel)
- C. IHSTF Executive Director (Nathaniel)
- D. Fest Gear (Ryan & Dori)
- E. Registration Information. *Will go online in August.*
- F. ITA Information (Aimee-Lynn)
- G. Play Selection Letter and Application Forms including dates (Michelle & Vic)
- H. Respondent Interest Form/Link (Michelle & Vic)
- I. Professional Development Opportunities (Michael V. & Cyndee B.)
- J. Workshop Letter and Application Form (Tom & Katherine)
- K. Tech Olympics (Tom & Katherine)
- L. All-State Information Update ***April (LaDonna, Anna, Tim)
- M. State-Wide Postcard Proof ***April (LaDonna, Anna, Tim)
- N. Hotels (spring) (Megan)
- O. Highlight Interest in Future Festivals (All-State Director and Planning Committee Members)

VIII. Looking Ahead To The Fall “Web-Posting”

- A. Exhibits/Vendor Form
- B. Medical & Media release form

IX. Other Concerns and New Business

X. Adjournment (will be by 4:00 PM)