

ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
PLANNING COMMITTEE MEETING: CHANGE-OVER MEETING

ISU Alumni Center
1101 N. Main St., Normal, IL 61761
Sunday, January 26, 2020
12:00 PM

10:00 AM -- The 2020 Committee convenes

Motion to approve (Motion: Katie Apperson; Second by Kevin Vernon)-All Approve

12:00 PM -- The 2021 Committee arrives and engages in a working lunch with counterparts from Festival 2020

- I. Basic duties of the job
- II. Important points/recommendations from the exit report
- III. Important Contacts
- IV. Parting words of wisdom

1:00 PM -- 2021 FESTIVAL COMMITTEE CONVENES @ 1:00 PM

- I. Attendance and Introductions (***Bold in attendance***)
 - A. **Judy Klingner, Executive Director (2021)**
 - B. **Vic Pilolla, Executive Director Emeritus (2020)**
 - C. **Ryan Lambert, Secretary/Executive Director (2022)**
 - D. **Marty Lynch & Robin Quinn, Assoc. Directors of Workshops**
 - E. Kim White & Kate Woodruff, Assoc. Directors of Promotions
 - F. Jessi Lim & **Patrick Kerr**, Assoc. Directors of Exhibits
 - G. **David Morrison & Dan Napper, Assoc. Directors of Auditions**
 - H. **Hector Hernandez & Mike Miserendino, Assoc. Directors of Play Selection**
 - I. Christina Ordonez & (Tentative), Directors of Technology
 - J. Jonathan Meier & Joe Pulio, Assoc. Directors of Hospitality/Mentors
 - K. **Paul Dombrowski & (Tentative), Assoc. Directors of Statewide Inclusion**
 - L. **Mark Kaetzer, Historian /Documentarian**
 - M. **Mark Wayne & Wendy Taylor, Assoc. Director of Box Office**
 - N. Kevin Long, All-State Director
 - O. **Mark Begovich, All-State Producer**
 - P. **Michelle Marquart, U of I/Local Arrangements – Program Coordinator**
 - Q. **Megan McCann, ISU/Local Arrangements - Program Coordinator**
 - R. Jimmy Chrismon & Michael Vetere, ISU Dept. of Theatre and Dance Reps
 - S. **J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.**
 - T. **Student Committee Representatives**
 - U. **Aimee-Lynn Newlan, ITA**
 - V. **Annaliisa Ahlman & Patrick Spreadbury, ITA Liaisons**

- W. Kevin Long & Carmel DeStefano, ITA President and ITA President (elect)
- X. Others

II. GUIDING PRINCIPLES

- A. Continuing to Make the Festival Better
 - a. **Concern: Number of participants (space); consider additional spaces used in 2019**
- 1. Exit Reports
 - a. **Box office-Concern/Topic: Single tickets given to schools; ticketing for exhibitors/corporate sponsors**
 - b. **Auditions- Back-up tech for computer issues; Add GPA-conversation (Tabled); Add Junior/Senior status**
 - c. **Play Selection- Clarify Tech Guidelines; Teacher Show; Inclusion of the state; Repremanded school policy**
 - d. **Student Committee- Monitors numbers; Auditions**
 - e. **Workshops- Stagger times**
 - f. **Exhibits- Space concerns**
- 2. Surveys
- B. Challenging the Status Quo
 - 1. Current Procedures & Policies
- C. Working Smarter, Not Harder
- D. Going Even Greener / Digital Transformation
- E. Full-state Inclusion
 - 1. **Conversation: Identify schools early; recruit schools with diversity; Resource Table; New Committee for Festival**

III. THEME: “In the Theatre, ALL are Welcome”

- A. Executive Director’s Vision
- B. Committee: How can this theme tie into each area of the Festival?
- C. Logo & Artwork

IV. ALL-STATE: CABARET

- A. Concept introduction
 - 1. **A show of acceptance**
- B. Introduction of staff
 - 1. **Looking for Costuming person**
- C. Audition/interview information
 - 1. **Goal- Live by April 1st**
- D. Rehearsal/build schedule discussion
 - 1. **June 6 (Effingham) and June 13 (Harper College); Callback June 14 (Harper College); Rehearsals Morton West High School**

V. SUB-COMMITTEE ROLES

- A. Duties of each position
- B. What information do you need to do your job?
- C. Theme integration
- D. Important Contacts

VI. PROOF CONTACT INFORMATION SHEETS

- A. For all schools in our files
- B. For the Committee

VII. SPACE UPDATE

- A. Available / unavailable spaces
- B. New & Potential Spaces

VIII. BUDGET UPDATE

- A. Sub-Committees: Review your section
 - 1. What expenses to you foresee?
 - 2. What new ideas need financial support?
 - 3. In what ways can you economize?
- B. Sub-Committee Budget Decisions: Due before Spring Meeting
- C. Balanced Budget: Required at Spring Meeting (including the All-State Production & Student Involvement Budgets to be presented to the ITA Board)

IX. FUTURE MEETING DATES & DEADLINES

- A. Confirm Meeting Dates
 - 1. Sunday, March 8 at West Chicago HS (Spring Meeting)
 - 2. Friday, June 19 at UIUC (Summer Meeting - Workshop & Play Selection tour of spaces in the morning)
 - 3. Sunday, September 13 at West Chicago HS (Fall Meeting)
 - 4. **Saturday, November 21 and Sunday, November 22 at UIUC (“Thanksgiving” Meeting)**
 - 5. **Sunday, December 6th- Tech Meeting at UIUC**
 - 6. Wednesday, January 6 at UIUC (Pre-Festival Meeting)
 - 7. Thursday, January 7 – Saturday, January 10, 2021 at UIUC (Festival)
 - 8. Sunday, January 24 at UIUC (Changeover Meeting)
- B. Online Web-Posting or Postcard Mailing Deadlines & Info

X. UIUC Updates and Requests

XI. ITA Updates, Issues, Concerns

1. **Detail in March for policies (illinoistheatre.org - Homepage- down on the left, purple ..., click there for planning committee only website); Surveys are available**
2. **All have Google Address and log in information; check recovery cell number in security settings**

XII. Other Business

XIII. Adjournment (**Approx. 4:00 PM**)

Motion to adjourn: Annaliisa; Second Marty Lynch - All Approve