

44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL

Take flight

PLANNING COMMITTEE JUNE MEETING AGENDA

Friday, June 15, 2018 @ 8:45 AM (Tours) / 12:00 Noon (Main Meeting)

PRODUCTION, WORKSHOP & AUDITIONS TOURS:

8:45 am: Meet at KCPA

9:00 am: Tour KCPA

9:40 am: Tour Spurlock Auditorium

9:50 am: Tour Alumni Center ballroom & lounge

10:00 am: Tour Levis Center

10:15 am: Play Selection splits to meet Greg Burdette in KCPA lobby to head to Foellinger Auditorium, Lincoln

Hall Theater & 112 Gregory Hall (theater), and then Armory Free Theater (time permitting)

10:30 am: Workshops & Auditions go to Illini Union

11:20 am: Workshops & Auditions go to Wesley Foundation/other buildings (time permitting)

By Noon: Everyone back at KCPA for lunch & meeting

PLANNING COMMITTEE MEETING:

12:00 pm - 5:00 pm, Lunch + Committee Meeting

(please arrive early so that we can begin as close to noon as possible)

Voting Members in Attendance:

- Annaliisa Ahlman, Executive Director (2019) ☐☐☐

- Tom Skobel & Katherine Apperson, Assoc. Directors of Workshops ☐

- Dori Foster & Jessi Lim, Assoc. Directors of Promotions ☐

- Andy Simon & Jason Stevens, Assoc. Directors of Exhibits ☐

- Michelle Bayer, Assoc. Director of Auditions ☐

- Mark Begovich & Joey Fitzpatrick, Assoc. Directors of Play Selection ☐
- Teslen Sadowski, Assoc. Director of Technology ☐
- Susan Gorman, All-State Director ☐
- Karen Hall & Ryan Lambert, All-State Co-Producers
- Kurt Steinhauser, Historian /Documentarian
- Kevin Vernon, Assoc. Director of Development

Voting Members Absent:

- Nathaniel Haywood, Executive Director Emeritus (2018)
- Clare McConnville, Assoc. Director of Auditions
- Michael Karrasch, Assoc. Director of Technology

Vic Pilolla, Secretary/Executive Director (2020) ☐

Non-Voting Members in Attendance:

- Judy Swiger, Assoc. Director of Hospitality/Mentors ☐
- Michael Vetere, ISU Dept. of Theatre and Dance Rep
- Michelle Marquart, U of I/Local Arrangements – Program Coordinator ☐
- Tom Mitchell, U of I Dept. of Theatre Rep.
- Dylan Dewitt, Cody Rogers, Sarah Esparza, ISU Student Committee
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Lisa Lillig, Daniel Pozzebon, Molly Cornyn, UIUC Krannert Staff
- Aimee-Lynn Newlan, ITA ☐

Non-Voting Members Absent:

- Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
- Beth Ann Barber, ITA Liaison

- Madison Gillis, ISU Student Committee
- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- Allan Kimball, ITA President
- Kevin Long, ITA President (elect)
- Maddie Martín, UIUC Tech Coordinator
- J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.
- MacKenzie Sinta and Jackie Ovassapian, UIUC Student Committee

I. Introductions

A. Welcome

B. Planning Committee Contact Sheet Update

C. Note on Time - We are hoping to finish all business by 5:00 PM, but we will need to go longer if we do not finish by that time. In recent years this has become a one-day meeting, but it will only work if we keep pushing toward decisions in a timely fashion.

Vic resend the link

II. Approval of March Minutes

1. Katie moved to approve
2. Kevin-seconds
3. Motion passes

III. Sub-Committee Progress Reports, Other Reports, and Issues

A. Executive Director

1. Postcards

The school card had some minor changes. Michelle took notes

a. School postcard review

b. Exhibitors' postcard review-

The date was wrong on the exhibitor postcard. The correct deadline for Exhibitors and Workshop registration is October 18, 2018 instead of the draft current date of September 14, 2018.

c. Logo

Technology-They would like information in September and November

By September meeting

All-State- Names, bios, schools

Fest Gear-Images submitted

Workshops-Tech Olympics

Play Selection-Information on shows-Play Selection can give all of the information on schools and shows before they make a decision on which shows will be performed.

2. Festival Program

Continue with the size of the 2018 program with a color insert with “Festival at a Glance” on these pages.

a. Program Book – Just “Festival at a Glance” & the App

b. “Festival at a Glance” – color paper

c. Key of symbols for types of workshops

Symbols and abbreviations-TECHNOLOGY question- Can we give symbols to workshops instead of a single letter? Example: Acting would be a mask and tech workshops would be a wrench.

Is it possible to remove the code that transfers from the app. Example: A4, T3, I 2.

3. Opening Ceremonies

Annaliisa is talking with Pippa Soo’s manager and is asking if we have contacts that could get Christopher Jackson.

Mark will reach out to??

The plan is to include Illinois high school alums who are doing some great things in theatre.

4. Budget Update

At the June 24th ITA Board meeting the budget for the Festival and All-State will be put forth for approval.

5. Inclusion focus

Possible U of I RTO that could lead a workshop.

Look at your own subcommittee to see how inclusion can be a focus for your own area.

B. All-State

1. Producers’ Update

232 actor submissions

Region breakdown of submissions

Actor/technicians/orchestra

Region 1-6/1/1

Region 2-134/60/23

Region 3-66/19/11

Region 4-4/4/0

Region 5-16/2/0

Region 6-5/1/0

87 technician submission

34 orchestra submissions

160 auditioned last weekend.

There were many new faces at auditions. The staff is looking at how students leadership positions will work with the company.

2. Design Update

Working with Jen, the designer, to incorporate a subway stop somehow to come up and onto the stage. To try and keep community intact and the city outside in the heat wave. Use of lighting and projection for the moments in the past to create a “scrapbook” image or idea to show to enhance the memory. Where is home? The past, present, or future?

Cosutmer update-Still looking for a costumer if anyone knows one that would be available.

Looking at how to use faces, iconic images.

3. Auditions Update

Callbacks will be at Maine East on June 23rd.

160 auditioned last weekend.

4. Company Budget Update (if necessary)

Performance times-Will look at 2017 times and mirror those as needed.

Nothing out of the ordinary.

Does anyone have a contact at Rodgers and Hammerstein, please let Karen know. Mark has a contact that he will send over.

C. Play Selection

1. Update on Online Forms (Director’s Application, Respondent Form, etc.)

Information will be sent automatically for certain items.

2. Update on Respondent Process

3. Update on facilities available for performances

Showcases may be the focus of this year due to the spaces that we have for this year.

4. Region 6 Inclusion Ideas

Looking at doing this work over the summer to reach out to schools.

5. Race/ethnicity Inclusion Ideas

6. Limit on Production Additions to School Registration

7. Other?

D. Promotions

1. Company Selection

Bids out the three companies. The decision on which company to go with will be made soon. One company is concerned with a black shirt and the quality of the screen and may need to add a fifth screen.

2. New Products / Cancelled Products from 2018

Decided not to sell cups this year.

Smaller items for the All-State like magnets and keychains will be included.

Hunting for sticker options still

3. Committee wear ideas

Athletic or half zip. Not a fleece. Thin to mid.

4. Monitor / Tech Crew shirts (sponsored?)

Aimee-Lynn is working to secure sponsors for the monitor shirts.

E. Auditions

1. Update on room availability and facility needs

Annaliisa, Tom, Katie, and Mark saw some possible rooms to move auditions and/or interviews if we need.

2. GetAccepted or other “green” plan?

Still looking at what the option will be. Either GetAccepted or Google Form.

Commit to a five year plan if going with a company may be the best option.

Monitor numbers: 12 student monitors in the past. 20 monitors if new spaces and Google docs. Can scale back if using Get Accepted and/or the same spaces are used.

3. Potential Timeline Adjustments (Necessary for increase in tech interview #s?)

4. Accompanist

5. Other

May not be able to do sample videos this year.

Is there a way to identify BA and BFA options at the auditions and in exhibits? Is there a way to help students understand the difference and discern the options.

Possibly to have a way to have colleges to publish what degrees they offer and let the students know what they may be auditioning for.

F. Exhibits

1. Locations / Exhibit Space Layout

Keeping everyone in the lobby for this year.

2. Collection of school photos?

Is Technology still compiling the production photos.

Schools that submit should be on the exhibit space that showcases school photos.

3. "Take Flight" Snapchat filter

\$96 for the campus

Look at if the filter only included Krannert.

4. Other Exhibit updates/changes

Contacting the individual exhibitors to register early.

Still planning on doing a passport for this year to try and get people to exhibitors.

G. Workshops

1. Pre-registered workshops and/or specific workshop ideas

Actors Gymnasium

\$125- for rigging that would be set up in a theatre space. This is just for the one person to set up and the equipment is not included. It is the cheaper route because only one rigger is needed. The teacher or transportation is not included.

\$1800-for a stand alone rigging system. We don't have this in our budget. The stand alone is more expensive because more people would be needed to be sent for the setup.

2. Update on space availability

Will need to work with Play Selection to make sure spaces are used for what is needed.

Armory Theatre is a good space that is a new possibility for shows and workshops.

3. Update on workshop categories & online form

4. Other

Include and write a monitor expectation of what they can or cannot do.

Let the presenters know what the monitors are there for.

Count students

Distribute materials

Contact HQ

Helping with signage

Helping with the app.

Close a room if it was full.

Not to get technology or things to gather.

Is there way to mark that the workshop is closed if it is full on the app?

H. Development

1. Update: Ideas for Generating Donations & Sponsorship

Kevin sent a survey for review. The survey poses questions about a person or business's interest in reaching people involved with the Theatre Festival. How they want to advertise or reach people.

Kevin may form a subcommittee later to help send out e-mails to contacts.

There is also a form to fill out based on who you contacted about opportunities.

Created levels of donations and possible rewards. Examples is if one donates \$5000 they could get All-State tickets to a dress rehearsal.

2. Update: Sponsorship of Performance Spaces

Changing the language to include "underwritten by..."

Deliberately vague

Planning to publish the first week of July

Be familiar with ITA corporate sponsors and contact Aimee-Lynn if you are going to reach out to them

3. Other grants and moneys

Budget-Is there room in the budget for postage to contact individuals and businesses for grant and underwriting opportunities?
\$1500?

I. Local Arrangements

1. Student Participation Guidelines (?)

2. EMTs

One EMT on duty in the Krannert.

Having a first aid kit at Headquarters would be beneficial.

Do we branch out to a second Headquarters?

3. Lanyards 2019

Use the same company that was used last year, Protolight, to underwrite lanyards again for 2019.

4. Update on Online forms for Auditions

a. Auditions: Actor & Tech Audition/Interview forms

b. Exhibits

Is there a way to write a check for Exhibits, underwriting?

One form that one could check off the items that the business or person is willing to send. Items like an exhibit, sponsorship opportunity, ad in the program.
Aimee-Lynn and Michelle will connect on Monday to figure out the details.

Checkbox for information and opportunities for the Festival. Having two payments for companies for auditions, exhibits, ads, sponsorship opportunities.

c. Play Selection

d. Workshops

5. Receipts and payments for committee members

6. PARKING – Festival

7. Media release info/wording – university specific
No changes in policy.

Rooms are booked for Thursday to Saturday but can change to an earlier day. If monitors want to come Wednesday it is at their own expense.

September meeting-Come back to the meal card option in the Union instead of the ISR for this year.

The YMCA is another space that is an option. We've used them in the past and need to gauge how serious we may be about using them for this year.

Illini Union-Reserved all the rooms two years ago. Looking for a possible space for the sponsor's reception if the ballroom is not available.

J. Mentors/Hospitality – Progress Report

Still looking at the Choral Rehearsal room for the space to hold the sponsors' room.
Going forwards with some ideas regarding topic discussion.

K. Student Representatives

1. Update on Ideal Numbers, Organization/Setup of Volunteers, etc.
120 is the ideal number of student monitors going into the Festival. Lost 16 students in the lead up to the Festival.
2. Update on Friday Night Activities
Going with the dance
3. Improv
pH Comedy will be a workshop presenter and will hold the All-Fest Improv auditions and perform during the Friday Night activities.

L. ISU & UIUC Representatives

Larger pool of undergrads for this year.
Students of ISU and U of I can also do workshops at the Festival.

M. ITA Liaison & ITA Executive Director

1. Scholarship opportunities
No formal procedure for schools that apply for scholarships for schools to attend Festival.
One challenge is how to replenish the fund over years if it made available.
Typically a school may contact ITA and privately ask for funds.
Funds each year through the registration is about a couple hundred dollars.

Partnering with schools, promote inclusivity and schools that may not be reached or be able to go to Festival.

Market and promote \$200 to send a student to Theatre Festival. Celebrate at Opening Ceremony the amount raised or students that are able to go to Festival because of the scholarship fund.

2. Other?

August 25th and 26th is the Annual ITA Gala

June 23rd-Looking for award nominations for Secondary Theatre and for Excellence in Theatre

N. Historian/Documentarian/Continuity

The red binder is available to update current theatre directors for mailings.
Exit Reports that need to be updated and revised.

IV. Proofread/Change Fall Web Postings

- A. ITA Letter
- B. Important Dates
- C. Executive Director Letter
- D. Information for Students pages

- E. Tech Olympics
- F. Auditions
- G. Workshops
- H. Play Selection
- I. Medical/Media release form
- J. Graduate credit ?
- K. Hotels
- L. Committee List
- M. Workshop Letter and Application Form
- N. Exhibits, Vendor Form
- O. Play Selection Letter and Application Forms (setting dates for application)

P. Development page

V. Future Meetings

1. Sunday September 9, 2018 - Niles North High School
2. Saturday & Sunday November 17-18, 2018 – UIUC
3. Sunday December 2, 2018 - Tech Meeting at UIUC
4. Wednesday January 9, 2019 - Meeting & Gather at UIUC (evening)
5. Thursday - Saturday January 10-12, 2019 - Theatre Fest, UIUC
6. Sunday January 27, 2019 - Changeover meeting, UIUC

VI. Adjournment

Kevin moved to adjourn

Katie seconds

The motion passed at 3:51p.m