

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
PLANNING COMMITTEE MEETING: CHANGE-OVER MEETING
ISU Alumni Center
1101 N. Main St., Normal, IL 61761
Sunday, January 28, 2017
12:00 pm**

10:00 am -- The 2018 Committee convenes

12:00 pm -- The 2019 Committee arrives and engages in a working lunch with counterparts from Festival 2018

- 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 -- 2019 FESTIVAL COMMITTEE CONVENES @ 1:00 PM

- I. Attendance and Introductions
 - A. Annaliisa Ahlman, Executive Director (2019)
 - B. Nathaniel Haywood, Executive Director Emeritus (2018)
 - C. Vic Pilolla, Secretary/Executive Director (2020)
 - D. Tom Skobel & Katherine Apperson, Assoc. Directors of Workshops
 - E. Dori Foster & Jessi Lim, Assoc. Directors of Promotions
 - F. Andy Simon & Jason Stevens, Assoc. Directors of Exhibits
 - G. Michelle Bayer & Clare McConville, Assoc. Directors of Auditions
 - H. Mark Begovich & Joey Fitzpatrick, Assoc. Directors of Play Selection
 - I. Teslen Sadowski & Michael Karrasch, Directors of Technology
 - J. Judy Swiger & Britnee Kenyon, Assoc. Directors of Hospitality/Mentors
 - K. Kevin Vernon, Assoc. Director of Development
 - L. Kurt Steinhäuser, Historian /Documentarian
 - M. Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
 - N. Susan Gorman, All-State Director
 - O. Karen Hall & Ryan Lambert, All-State Co-Producers
 - 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. Britnee Kenyon & Beth Ann Barber, ITA Liaisons
 - W. Allan Kimball & Kevin Long, ITA President and ITA President (elect)
 - X. Others

II. GUIDING PRINCIPLES

- A. Continuing to Make the Festival Better
 1. Exit Reports
 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

III. THEME: “Take Flight”

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

IV. ALL-STATE: *In the Heights*

- A. Concept introduction
- B. Introduction of staff
- C. Audition/interview information
- D. Rehearsal/build schedule discussion

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. Considerations: What expenses to you foresee? What new ideas need financial support? 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 11 at Niles North HS (Spring Meeting)
 2. Friday June 15 at UIUC (Summer Meeting - Workshop & Play Selection tour of spaces in the morning)
 3. Sunday September 9 at Niles North HS (Fall Meeting)
 4. Saturday November 17 and Sunday November 18 at UIUC (“Thanksgiving” Meeting)
 5. Wednesday January 9 at UIUC (Pre-Festival Meeting)
 6. Thursday January 10 - Saturday January 12, 2019 at UIUC (Festival)
 7. Sunday January 27 at UIUC (Changeover Meeting)
- F. Online Web-Posting or Postcard Mailing Deadlines & Info

X. UIUC Updates and Requests

XI. ITA Updates, Issues, Concerns

XII. Other Business

XIII. Adjournment (Approx. 3:30 PM)