

ILLINOIS HIGH SCHOOL THEATRE FESTIVAL ANNUAL CALENDAR

January

- Attend Pre-Festival Meeting
- Attend Festival
- Attend Post-Festival Meeting
- Attend changeover meeting
- Submit exit report
- Exchange policy books/files

March

- Attend Spring meeting
- Approve preliminary budget

April

- Spring mailing out to schools

June

- Two-day meeting at Festival site

August

- August mailing out to schools/colleges/vendors

September

- Attend September meeting
- Attend I.T.A. Convention

October/November

- Confirmation registration e-mail sent

November

- Attend two day Scheduling meeting at Festival site

December

- Send out e-mail re: show assignments
- Final mailing sent electronically to schools

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
EXECUTIVE COMMITTEE GENERAL RESPONSIBILITIES**

1. Committee members attend meetings of the IHSTF Planning Committee.
2. Fulfill policy making and planning duties of the IHSTF.
3. Be familiar with your committee's annual calendar and how it affects the chronology of each associate director's responsibilities.
4. Must attend January changeover meeting with update of chronology of duties and exit report with 25 copies.
5. Submit budget request in February to local arrangements personnel.
6. Submit and mail changes in copy well in advance of the meeting to local arrangements personnel - so that copy can be proofed at the subsequent meeting.
7. Help other committee members with completion of any necessary tasks - set up November weekend meeting, during Festival weekend, etc.
8. Be a paid member of the I.T.A.
9. Remain at November meeting until all pages of copy are proofed and approved. (10/79)
10. Remember to register your own school early so that your school is not on the waiting list. Committee members do not have to pay registration as a sponsor. On the registration form indicate that your own registration fee is comped.

Last updated January 2010

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
JANUARY CHANGEOVER MEETING AGENDA**

- I. Call to Order-Introductions
- II. Exit Reports from Previous Committee-please remember to bring 30 copies of exit report.
 - A. Executive Director
 - B. Workshops
 - C. Promotions
 - D. All-State
 - E. Exhibits
 - F. Auditions
 - G. Play selection
 - H. Local arrangements
 - I. Student representatives
 - J. Graduate Courses
 - K. Historian/Documentarian
 - L. I.T.A. Liaison
- III. Previous Associate Directors meet with counterparts, exchange policy books, and time for discussion
- IV. Working Lunch
- V. The Next Year's Festival begins
- VI. Introductions/Contact Sheets
- VII. Theme, logo design discussion
- VIII. Meeting Dates-Copy Deadline Date - Set Festival Due Dates
- IX. Spring Mailing
 - A. Duties (distribute copies of previous two spring mailings)
 - B. When copy should be submitted
- X. Budget
- XI. Opening Performance
- XII. I.T.A. Concerns
- XIII. Other
- XIV. Adjournment

PLEASE REMEMBER TO BRING: (in case of emergency absence - you must send the following items with someone else.)

- 1. 30 copies of Exit Reports and recommendations
- 2. Update of committee job description with timetable of duties
- 3. Materials to pass on
- 4. Any additional addresses for thank yous and any outstanding bills

ILLINOIS HIGH SCHOOL THEATRE FESTIVAL

MARCH MEETING AGENDA

- I. Introductions
- II. Previous Exit Reports not given at changeover meeting
- III. Review all Exit Report Recommendations and decide to adopt or reject
- IV. Budget
 - A. Preliminary Financial Report from previous Festival
 - B. Approve budget for Current Festival
- V. Presentation and Logo Selection for Current Festival
- VI. Proofread March Mailing
 - A. Executive Director
 - B. All-State Information
 - 1. Audition information
 - 2. General information
 - 3. Audition form for cast
 - 4. Crew application
 - 5. Recommendation form
 - 6. Sample resume
 - 7. Guidelines for resume
 - C. Medical release form
 - D. Graduate credit
 - E. Hotels
 - F. Committee List
 - G. Workshop Letter and Application Form
 - H. Exhibits, Vendor Form
 - I. Play Selection Letter and Application Forms (setting due dates for application)
- VII. Festival Theme Discussion
- VIII. Opening Performance
- IX. Reports, Questions, Ideas From Associate Directors
 - A. Executive Director
 - B. Workshops
 - C. Promotions
 - D. All-State
 - E. Exhibits
 - F. Auditions
 - G. Play selection
 - H. Local arrangements (determine housing needs for committee in June)
 - I. Student representatives
 - J. Graduate Courses
 - K. Historian/Documentarian
 - L. I.T.A. Liaison
- X. August Mailing
 - A. Copy responsibility for Associate Directors (distribute copies of previous two August mailings)
 - B. Due dates for submission of copy before summer meeting
 - C. Review deadline dates for submissions of workshop, exhibits, registrations, etc. so that each committee can use consistent dates when updating August mailing
- XI. I.T.A. Concerns
- XII. Other Concerns
- XIII. Adjournment

ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
JUNE MEETING AGENDA
(usually done as a two-day meeting)

- I. Tour of Facility Spaces (especially for play selection, workshop, audition and exhibit associate directors.)
- II. Budget
 - A. Final budget report from previous Festival
 - B. Review budget for current Festival
- III. Presentation of Final Logo Design
- IV. Set Deadline Dates for September/October Meeting
- V. Finalize August Brochure and Accompanying Website Information Pages
 - A. High School Brochure
 - 1. Director's Letters/ I.T.A. Letter
 - 2. Tentative Schedule
 - 3. Registration/Housing
 - 4. Audition Information
 - 5. Workshop Information
 - 6. Graduate Credit Information
 - 7. Play Selection-Select Date for Full-length tech meeting
 - 8. Theatre Festival Objectives
 - 9. Planning Committee Information
 - 10. Deadline Information
 - 11. Forms/Application- Discussion/Revision
 - 12. Exhibits
 - B. Additional Information - College/Exhibitor/Vendor Pages
 - 1. Exhibitor/University/Vendor Registration Information
 - 2. College Auditions
 - 3. Exhibit Information
 - 4. Workshop Information
 - 5. Play Selection/Evaluation- Showcase Productions
 - 6. Forms/Application - Discussion/Revision
- VI. Opening Performance
- VII. Friday Night Activities for Students/Sponsors at Festival
- VIII. Proof August Mailing
- IX. Committee Reports
 - A. Executive Director
 - B. Workshops
 - C. Promotions
 - D. All-State
 - E. Exhibits
 - F. Auditions
 - G. Play selection
 - H. Local arrangements (determine housing needs for committee during Thanksgiving meeting and festival weekend)
 - I. Student representatives
 - J. Graduate Courses
 - K. Historian/Documentarian
 - L. I.T.A. Liaison
- X. Review of Remaining Dates/Deadlines
- XI. I.T.A. Concerns
- XII. Other items
- XIII. Adjournment

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
SEPTEMBER MEETING AGENDA**

- I. Introductions/ Announcements
- II. Opening Performance
- III. Budget
- IV. Local Arrangements
 - A. Review housing needs for November/January
 - B. Friday Night Activities
 - C. Inform committee of current computer programs and versions in use
 - D. December E-Mail (distribute copies of previous two December communications)
 - 1. Last communication from Local arrangements/Executive Director
 - 2. Listing of schools attending
 - 3. Graduate credit
 - 4. Letter of conduct
 - 5. Plan your schedule
 - 6. News release
 - 7. Festival Committee
 - 8. Campus map/ Area Parking
- V. Thanksgiving Weekend Meeting
 - A. Program copy responsibilities
 - B. Due dates for submission of copy before Thanksgiving meeting
 - C. Review of Festival responsibilities for committee members at Festival
 - D. Date and Time of pre-Festival meeting at Festival site
- VI. Committee Reports
 - A. Executive Director
 - B. Workshops
 - C. Promotions
 - D. All-State
 - E. Exhibits
 - F. Auditions
 - G. Play selection
 - H. Local arrangements
 - I. Student representatives
 - J. Graduate Courses
 - K. Historian/Documentarian
 - L. I.T.A. Liaison
- VII. I.T.A. Concerns
- VIII. Other Items
- IX. Adjournment

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
NOVEMBER MEETING AGENDA**

FRIDAY MORNING

Workshop Directors, Executive Director

Student Reps. Local Arrangements

Begin scheduling workshops, assigning times/spaces

Play evaluation committee reads and prepares potential slate of productions (if they haven't already met.)

FRIDAY AFTERNOON

I. Full Committee Meets to Assign Responsibilities for the Day

II. Report of Play Selection/Evaluation Committee

III. Approval of Play Selection Report

IV. Adjourn to Proof Copy/Schedule Festival - Notify Directors of selection status
Re-check schedule conflicts caused by show selections

V. Full Committee Reconvenes

A. Review December E-Mail

B. Preliminary Registration Report

C. Check schedule for space conflicts and personnel conflicts

D. Committee Reports

1. Executive Director

2. Workshops

3. Promotions

4. All-State

5. Exhibits

6. Auditions

7. Play selection

8. Local arrangements

9. Student representatives

10. Historian/Documentarian

11 I.T.A. Liaison

VI. Return to Scheduling of Festival

(continued on reverse side)

SATURDAY

I. Final Budget Report

II. On-Site Responsibilities

A. Opening Performance Ceremony - Introductions - Program copy

B. Finalization of Friday Night Activities

C. Committee Reports

1. Play Selection - Tech meeting, swap desk, ushers programs, awards / engraving
2. Graduate Credit Courses
3. All-State - Review schedule at Festival, chaperones/monitors, distribution of All-State Tickets to parents, ushers programs, copy deadlines for program copy, printing of program
4. Exhibits - Floor plan, unregistered arrivals, packets, tablecloths, decorations
5. Promotions - Organization for sale (separate pick up area for pre-sales), cash register, university procedures on tax policy
6. Workshops - Number and kind, signs, monitors
7. Student Representatives - Number of monitors, special needs, All-State monitors
8. Local Arrangements - Signs, telephone, emergency medical, security, sponsor's reception room reservations, badge and ribbons, engraving of awards/certificates, acknowledgment signs
9. Auditions - Number of auditioners, number of colleges, tentative schedule, student monitors, audition workshop
10. Review Update List of Packet Contents - Procedures, sponsor's packet, badges for all participants, color coded for adult/students, Festival program, plan your Festival schedule, emergency medical procedures, tickets to performances/special event procedures, letter from I.T.A. President, I.T.A. Membership Form, listing of high school and housing locations, Festival update, list of Friday night activities, invitation to faculty reception, visitor guides, tickets to productions, hours of registration, role of committee members in registration

III. Next Festival Director's Announcement of Theme and All-State Show/Director

IV. Adjourn to Finalize Proofing of Festival Program

V. Meeting Place and Time for Pre-Festival Meeting

VI. I.T.A. Concerns

VII. Other Items

VIII. Adjournment

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
JANUARY PRE-FESTIVAL MEETING AGENDA**

WEDNESDAY – 8:00 PM

- I. Update on Registration
- II. Proof Program Booklet
- III. Prepare Festival Update Sheet (Corrections)
- IV. Committee Reports - Include Requests for Assistance or Set-up
 - A. Executive Director
 - B. Workshops
 - C. Promotions
 - D. All-State
 - E. Exhibits
 - F. Auditions
 - G. Play selection
 - H. Local arrangements
 - I. Student representatives
 - J. Graduate Courses
 - K. Historian/Documentarian
 - L. I.T.A. Liaison
- V. Confirmation of Schedule/Security for Festival
- VI. Plan Thursday Work Schedule
- VII. Committee - Fill-out Schedule Forms/Leave cell phone number so desk can locate you
- VIII. Emergency Procedures - What each of us need to know
- IX. Thank You Letters
- X. I.T.A. Concerns
- XI. Post-Festival Meeting/Social Time and Location
- XII. Other Items
- XIII. Adjournment

**ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
JANUARY POST-FESTIVAL MEETING AGENDA**

SATURDAY – approximately 6:00 PM

- I. Review of Festival Pros and Cons
- II. Remind Committee about Changeover Meeting Obligations
- III. Distribute Directions on how to get to post Festival Committee Unwinding Party
- IV, Adjournment