

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

**PLANNING COMMITTEE JUNE MEETING AGENDA**

**Friday, June 16, 2017 @ 8:15 AM (Tours) / 12:00 Noon (Main Meeting)**

**ISU Alumni Center**

**1101 N Main St.**

**Normal, IL 61761**

**PRODUCTION & WORKSHOP TOURS:**

- 8:15 am – 8:30 am Meeting at the Alumni Center out front of building.  
Group 1: Workshops – will ride with Megan  
Group 2: Productions – someone will need to drive
- 8:30 am – 8:45 am Group 1: Drive to campus to do a workshop tour with TBD. – Start at CVA  
Group 2: Drive to campus to do a productions tour with Jeremy Jenkins – Start at CE
- 8:45 am – 11:00 am Tours
- 11:15 am – 11:30 am Meet back at Alumni Center

**PLANNING COMMITTEE MEETING:**

- 11:30 am – 12:00 pm Arrive at the Alumni Center (Parking is free in the lot in front of the Alumni Center)
- 11:30 am -12:00 pm Lunch for those that toured in the morning
- 12:00 pm - 5:00 pm Committee Meeting (snacks & drinks available)
- 6:00 pm Dinner @ Destihl (Optional)

**MEMBERS IN ATTENDANCE (TOURS)**

Nathaniel Haywood, Executive Director  
Tom Skobel, Assoc. Director of Workshops  
Katherine Apperson, Assoc. Director of Workshops  
Vic Pilolla, Assoc. Director of Play Selection  
Megan McCann, ISU/Local Arrangements - Program Coordinator

**VOTING MEMBERS IN ATTENDANCE (MAIN PLANNING MEETING)**

Nathaniel Haywood, Executive Director (2018)  
Annaliisa Ahlman, Secretary/Executive Director (2019)  
Ryan Lambert, Assoc. Director of Promotions  
Dori Foster, Assoc. Directors of Promotions  
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  
Dennis Anastasopoulos, Box Office & Ticketing  
LaDonna Wilson, Executive Director Emeritus (2017) & All-State Director

Tim Broeker, All-State Co-Producer  
Kurt Steinhauser, Historian /Documentarian

### **NONVOTING MEMBERS IN ATTENDANCE**

Aimee-Lynn Newlan, ITA Executive Director  
Megan McCann, ISU/Local Arrangements - Program Coordinator  
Allan Kimball, ITA President  
Student Committee Reps – Athanasia Giannetos (UIUC), Katie Capp (ISU), Emma Harmon (ISU)

### **VOTING MEMBERS ABSENT**

Judy Swiger, Assoc. Director of Hospitality/Mentors  
Michelle Bayer, Assoc. Director of Play Selection  
Adam Miller, Assoc. Director of Auditions  
Liesl Krieger, Assoc. Director of Development & Public Relations  
Britnee Kenyon, Assoc. Director of Auditions  
Thom Ringrose, Director of Technology  
Anna Jakubka, All-State Co-Producer

### **NONVOTING MEMBERS ABSENT**

Michelle Marquart, U of I/Local Arrangements - Program Coordinator  
Beth Ann Barber & Jonathan Meier, ITA Liaison  
Michael Vetere & James Chrismon, ISU Dept. of Theatre and Dance Reps  
J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.  
Student Committee Representatives - MacKenzie Sinta (UIUC), Christian Frieden (ISU)  
Krannert Center Staff – Lisa Lillig  
Krannert Center Staff – Matthew Brooks, Jordan Lingreen, Maddie Martin, Nicole Bromley

## **I. Introductions**

- A. Welcome
- B. Planning Committee Contact Sheet Update - [LINK](#)
- 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 and avoid philosophical debates.

## **II. Approval of March Minutes - [LINK](#)**

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

- A. Executive Director
  - 1. Postcards
    - a. School postcard review
    - b. Exhibitors' postcard review
  - 2. Festival Program
    - a. Program Book – Playbill format, Festival at a Glance remains
    - b. “Festival at a Glance” – color paper
    - c. Sequential order of events/descriptions vs. organized by type
    - d. Opening Ceremonies
  - 3. Budget Update
    - a. Student Expense Increase
- B. All-State
  - 1. Producers' Update

2. Design Update
  3. Auditions Update
  4. Company Budget Update (if necessary)
- C. Exhibits
1. Locations / Exhibit Space Layout
  2. Collection of school photos?
  3. “Transformation” Photo Booth?
  4. Other Exhibit updates/changes
- D. Play Selection
1. Update on Online Forms (Director’s Application, Respondent Form, etc.)
  2. Update: Respondent Process
  3. Region 6 Inclusion Ideas
  4. Limit on Production Additions to School Registration
  5. Other
- E. Promotions
1. Company Selection
  2. New Products / Cancelled Products from 2017
  3. Committee wear ideas
  4. Monitor / Tech Crew shirts (sponsored?)
- F. Technology
1. Update on the App
  2. Spreadsheet Setup & Connection with Other Subcommittees
  3. Update on At-Festival Plans (Social Media Wall, etc.)
  4. Other
- G. Auditions
1. Going Green: Digital Components to Auditions (Online program? Etc.)
  2. Potential Timeline Adjustments (Necessary for increase in tech interview #s?)
  3. Accompanist
  4. Other
- H. Workshops
1. Pre-registered workshops and/or specific workshop ideas
  2. Update: Workshop categories & online form
  3. Other
- I. Development/Public Relations
1. Update: Status of Sponsorship/Advertising Levels
  2. Update: Ideas for Generating Donations & Sponsorship
  3. Update: Sponsorship of Performance Spaces
  4. Other grants and moneys
  5. PR Efforts:
    - a. Press Release for Festival / All-State / Shows Selected to Appear at Festival
    - b. PR Connections - discuss any Member connections with media
- J. Local Arrangements
1. Student Participation Guidelines (?)

2. EMTs
3. Lanyards 2018
4. Update on Online forms for Auditions
  - a. Auditions: Actor & Tech Audition/Interview forms
  - b. Exhibits
  - c. Play Selection
  - d. Workshops
5. Receipts and payments for committee members
6. PARKING – Festival
7. Media release info/wording from ISU

K. Mentors/Hospitality – Progress Report

L. Student Representatives

1. Update on Ideal Numbers, Organization/Setup of Volunteers, etc.
2. Update on Friday Night Activities
3. Improv

M. ISU Representative

1. Update on New Member
2. Graduate Course Credit (?)

N. ITA Liaison

1. ITA Membership status for Planning Committee Members
2. ITA's Secondary School Theatre Award of Excellence
3. ITA's Annual Gala and Membership Meeting

O. Historian/Documentarian/Continuity

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

- A. Sun., September 10 @ Downers Grove South HS (Fall Meeting)
- B. Sat., November 18 & Sun., November 19 @ ISU Alumni Center (Pre-Thanksgiving Meeting)
- C. Wed., January 10 @ ISU Alumni Center (Pre-Festival Meeting)
- D. Thurs., January 11 – Sat., January 13 @ ISU (Festival)

E. Sun., January 28 @ ISU Alumni Center (Change-Over Meeting)

VI. Adjournment