

44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
Take Flight

PLANNING COMMITTEE JANUARY MEETING MINUTES

Wednesday January 9, 2019, Called to Order at 8:01pm
Studio Theatre, Krannert Center for the Performing Arts

Voting Members in Attendance:

- Annaliisa Ahlman, Executive Director (2019)
- Nathaniel Haywood, Executive Director Emeritus (2018)
- Vic Pilolla, Secretary/Executive Director (2020)
- 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 & Clare McConville, Assoc. Directors of Auditions
- Mark Begovich, Assoc. Director of Play Selection
- Teslen Sadowski & Michael Karasch, Assoc. Directors of Technology
- Karen Hall & Ryan Lambert, All-State Co-Producers
- Kevin Vernon, Assoc. Director of Development

Non-Voting Members in Attendance:

- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Nancy Simpson, Assistant to the Program Coordinator
- MacKenzie Sinta and Jacklyn Ovassapian, UIUC Student Committee
- Lisa Lillig, Daniel Pozzebon, Andrew Almeter, David Krupla, UIUC Krannert Staff
- Dylan Dewitt, Cody Rogers, Madison Gillis, Sarah Esparza, ISU Student Committee
- Aimee-Lynn Newlan, ITA
- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- Dennis Anastasopoulos and Wendy Taylor, Assoc. Directors of Box Office
- Maddie Martín, UIUC Tech Coordinator
- Jenna Keefer, UIUC Assistant Production Coordinator
- J.W. Morrisette and Tom Mitchell, U of I Dept. of Theatre and Dance Rep.

Voting Members Absent:

- Joey Fitzpatrick, Assoc. Director of Play Selection
- Susan Gorman, All-State Director
- Kurt Steinhauser, Historian/Documentarian

Non-Voting Members Absent:

- Kevin Long, ITA President
- Judy Swiger, Assoc. Director of Hospitality/Mentors
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep

All State report went 1st for timing (see minutes under Sec VIII B.)

- I. Minutes approval – Katie moved to approve minutes, Kevin seconded Motion Passes
- II. Exit Reports
 - A. Annaliisa explained the importance of exit reports for budget, stats, things to improve. One report per subcommittee (you can begin writing it now!) Exit Reports due to Annaliisa by Friday, January 18 @ 11:59PM

- III. Festival Feedback Surveys
 - A. Amiee-Lynn explained the exit surveys, every sub-committee should get her updates to survey by this Friday, Jan 11
- IV. Update on Registration - Students registered 4459 including All State and 169 schools represented. 4351 without All State
- V. Festival Program Booklet for Corrections and Changes - Meals were changed to Allen Hall from Ballroom
- VI. Procedures for Festival Update Google Site
 - A. There are no google sites, everything is on the app
- VII. Committee Reports **(Request for Assistance or Set-up Thursday)**
 - A. Executive Director
 - 1. Committee Meals procedure - Vouchers for Intermezzo or turn in receipts for reimbursement
 - 2. Sponsors' Reception - Mark volunteered to man HQ during reception
 - 3. Opening Performance/All-State Performance - be SR Back stage by 5:50 & 8:20 to walk across stage during Opening.
 - B. All-State (1st Item to allow Producers to get back to All State)
 - 1. Rehearsals were going well, preview is happening now. Hotel is good - No issues
 - 2. Issues with load-in - safety check issues that were not communicated before put the show behind in time. There is a surplus in both All State budgets!
 - C. Auditions
 - 1. Need lots of monitors (12). Food is all planned. 139 performance and 53 tech for a total of 192.
 - 2. Going green - No printed resumes. E-Mail was sent to colleges regarding this
 - D. Exhibits
 - 1. Exhibitor count and cancellation update 2 cancellations replaced those with 2 more from the waitlist
 - 2. Have Snapchat Filter from 8am - 10pm, need help with stuffing Passport Raffle cards into school bags at 9:30am Thursday
 - E. Hospitality/Mentors
 - 1. Food set-up $\frac{2}{3}$ of the food will be upstairs and $\frac{1}{3}$ downstairs in 2nd location
 - 2. Roundtables are all set-up
 - F. Play Selection

1. December technical meeting went smoothly, tech issues have been addressed, semi will be on campus with “Chicago” set.
2. Plaque distribution - Script was changed by Mark, every committee member should sign up to present at least one plaque.
3. No Cancellation and location changes

G. Box Office

1. Report on Ticket Party Results - was great, all tickets were done, only stuffing into school bags need to be done, Thanks to all who helped
2. Procedures for house manager reports - Form is in the App

H. Swap Desk – Please send same number of Monitors as last year to swap desk

- | | |
|----------------------|------------|
| 1. Fri 7am-9am | 8 monitors |
| 2. 9am-4pm | 4 |
| 3. 4pm-8pm | 2 |
| 4. Sat 8:30am - 10am | 6 |
| 5. 10am - close | 2 |

I. Promotions

1. Setup & selling procedures - good spot in exhibits
2. Student volunteers needed - 4/shift -- 3pm-10pm Thursday & 8am-10pm Friday, 2/shift -- 8am-2pm Saturday
3. Committee wear was distributed

J. Workshops

1. Number of workshops and cancellations - 119 workshops 6 cancelled, Tech Olympics is all set
2. Procedures for building access - Will be opened between 8 - 8:30am. Any problems with equipment with a cost must go thru Michelle
3. Volunteer and student assistant contact procedures

K. Local arrangements

1. Deadline for turning in receipts is the Changeover Meeting
2. Budget update
 - Income \$333,556.5
 - Expenses \$315,751.81
 - Net \$ 17,814.69 (to date actual and estimated)

L. Student Reps

1. Food issues and special needs - No issues
2. No selling – be watchful
3. Final numbers - 101 Volunteers

4. Thursday monitor meeting -- 2:30 Bldg Monitors, 3:00 all monitors with Exec directors, Play Selection, Auditions, Box Office, Workshops. Specific workshops were discussed. Lunches will be delivered to HQ at 11am

M. Development

1. Reporting donations - great years for development
 - sponsors \$5,000 budgeted \$\$13,050.50 actual
 - ads \$5,175 budgeted \$6,900 actual

N. ITA Rep

1. CPDUs for teachers are available
2. Lanyards and ribbons are also available
3. Sponsors' Reception needs to be worked out
4. Facebook and Twitter access and updates - Amiee-Lynn has passwords to all and she will post

O. Secretary/Festival 2020 Executive Director

1. Finding Committee Members - still need one newbie
2. I Still Believe... is the theme. "Aida" in the All State show, Allan Kimball will direct, Nathan King is producer.

P. Security

1. Security - Scott Randall
2. Student Patrol will be around
3. At the door Dance tickets \$10.00

Q. Plan Thursday Work Schedule (start at 10:00 am)

1. Promotions – Set up Fest Gear (free committee members please assist with item counting)
2. Exhibits – touch base with exhibitors as they set up
3. Student Representatives – prepare for monitor meeting (select Committee members will attend/speak – Executive Director, Workshops, Play Selection)
4. Box Office – minimal ticket stuffing (free committee members, assist with stuffing)
5. Opening Ceremonies - be backstage 10 minutes before & check in with Tom.

R. Committee Sign-up for Plaques Distribution

1. Discussed earlier and completed.
- 2.

S. Emergency Procedures – what each of us needs to know

1. EMT incidents - All Stage Managers have radios to contact HQ, First Aid at all Campus Venues

T. Post-Fest Meeting

1. Time and place for meeting – Drama Rehearsal @ 4:30 - 5:00 after last All State
2. Dinner at Scotty's Brewhouse at 6:30pm

U. Other Items / Adjournment

1. Exit Reports due to Annaliisa by Friday, January 18 @ 11:59PM
2. Send Updated Chronologies to Annaliisa & Kurt
3. Change-Over Meeting – Sunday, January 27 @ 10:00am at UIUC Krannert Center, Orchestra Rehearsal

Motion to Adjourn by Katie, seconded by Kevin, Motion passed Adjourned at 9:41pm