

**41st ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
“FIND YOUR TRUTH”**

SEPTEMBER MEETING AGENDA

Sunday, Sept 18th from 1-5 pm.

It will be in the lobby of the theatre.

**Harper College Wojcik Center
1200 W. Algonquin Rd.
Palatine, IL 60067**

- I. Introductions
- II. Approval of Minutes from June meeting
- III. Committee Reports
 - A. Executive Director
 - 1. Festival Update
 - 2. Opening Performance – Thursday 6:00 & 8:30 pm
 - 3. Award Nominations
 - a. Administrative Support
 - b. Extraordinary Contributions
 - B. Development
 - 1. How can we increase number of ads in program?
 - 2. How can we increase the number of corporate sponsors (direct contact - Blick, Kosart, Paasche, Hollywood Costumes, etc.)
 - C. All-State
 - 1. Final number of seats for areas to be open for performances
 - 2. Parent reception? When? Where? Or “No”?
 - 3. Certificates for the kids?
 - 4. Parent performance on Thursday?
 - 5. Times for the 5 All-State Performance?
 - 6. Registration for All-State Company
 - 7. Meals – which ones at Music Building vs. Krannert (will Krannert tech crew eat with the company?)
 - 8. Orchestra
 - 9. Kill seats – other than for sound
 - 10.
 - D. Auditions – “To Do List” for students?
 - E. Exhibits
 - 1. Mentor new vendors & colleges?
 - 2. Increase Number of Exhibits

- F. Play Selection
 - 1. Update on number of submissions
 - 2. Memo for ticket packet explaining selection process
 - 3. Play respondent sign-up
- G. Promotions
 - 1. Items so far
 - 2. Dance bracelets
 - 3. Committee Shirts
- H. Workshops
 - 1. Official Categories
 - 2. Panels
 - 3. Pre-registered?? – Tech Olympics
 - a. descriptions
 - b. registration links
 - 4. Illinois Thespians
 - 5. Improv
 - 6. Anthony Kosar – has there been a contact made?
- 7. Call for workshops – take a break to call potential workshop leaders
 - I. Hospitality / Mentors
 - 1. Funding?
 - 2. Michael's Catering – will they still give the discount if we don't use them for as many meals for All-State? Who will do the final contract with them since they will do All-State and Hospitality Room?
 - 3. C/U participation?
 - J. Local Arrangements
 - 1. How are we covering Thursday pizza and lunches for monitors Friday-Saturday? Where/How will they get them?
 - 2. Program cover review
 - 3. Available spaces
 - 4. Current registration totals
 - 5. Review contents of arrival packets for:
 - a. teachers
 - b. vendors & colleges
 - c. workshop presenters
 - K. Student Representatives
 - 1. Friday Night Activities
 - 2. Number of monitors needed for each committee and total. (swap desk, auditions, exhibits, promotion, workshops, house managers at non-Krannert spaces)
 - L. Graduate Courses/CPDU
 - M. Historian/Documentarian
 - N. ITA Liaison/ITA Concerns
 - O. Box Office / Ticketing

- IV. Budget – Update
- V. Space Issues
 - A. Play Selection
 - B. Workshops
 - C. Friday Night Activities
 - D. All-State
- VI. Looking Ahead
 - A. Write & proofread emails that need to go out after November Mtg.
 - 1. workshop registration confirmations
 - 2. vendor & college registration confirmations
 - 3. school registrations
 - a. confirmations
 - b. principal notification for play selection
 - 4. Surveys – proof and return by the end of the meeting.
 - B. November Meeting – November 19 & 20 – U of I
 - (19th – 8:30 am = play selection and workshops 12:30 = committee)
 - (20th – 9:00 am = committee and hope to adjourn no later than 4)
 - 1. Hotels
 - 2. RSVPs
 - C. Important Dates – check chronologies
- VII. Other Concerns and New Business
- VIII. Adjournment.