**45th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL**

*I Still Believe*

**PLANNING COMMITTEE September MEETING AGENDA**

**Sunday, September 8, 2019 @ 9:00 AM**

***Lunch will be provided***

**Voting Members in Attendance:**

- Vic Pilolla, Executive Director (2020)
- Katherine Apperson & Jessica Keuth-Rahtjen, Assoc. Directors of Workshops
- Jessi Lim & Kim White, Assoc. Directors of Promotions
- Jason Stevens, & Ken Ruffalo, Assoc. Directors of Exhibits

- Andy Simon & David Morrison, Assoc. Directors of Auditions

- Paul Dombrowski, & Michelle Bayer, Assoc. Directors of Hospitality/Mentors
- Ryan Lambert & Danny Yuska, Assoc. Directors of Play Selection
- Mike Karasch & Hector Hernandez, Assoc. Director of Technology

- Kevin Vernon & Marty Lynch, Assoc. Directors of Development

- Nathan King, All-State Producer
- Allan Kimball, All-State Director

**Non-Voting Members in Attendance:**

- Megan McCann, ISU/Local Arrangements – Program Coordinator

- Aimee-Lynn Newlan, ITA

**Voting Members Absent:**

- Annaliisa Ahlman, Executive Director Emeritus (2019)

- Judy Klingner, Secretary/Executive Director (2021)

- Mike Karasch, Assoc. Director of Technology
- TBD, Historian/Documentarian

**Non-Voting Members Absent:**

- Wendy Taylor & Mark Wayne, Assoc. Directors of Box Office

- J.W. Morrissette, & Tom Mitchell, U of I Dept. of Theatre and Dance Rep.

- MacKenzie Sinta & Jacklyn Ovassapian, UIUC Student Committee

- Cody Rogers, Sarah Esparza, Dylan DeWitt, Madison Gillis, ISU Student Committee

- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Kevin Long, ITA President

I. Introductions

A. Welcome

B. Discussion of absent folks, new Associate Director of Exhibits, and conference call

II. Approval of June Minutes

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

A. Executive Director

1. Festival Update -- inclusion, communication, ITA

2. Opening Performances -- confirm performance times

3. Reminders for registration -- numbers, schools, etc.

4. Double check chronologies so that we can stay on track moving forward

5. Award Nominations -- please submit to Victor by Nov. 1 for distribution and discussion at Thanksgiving meeting

a. Administrative Support

b. Extraordinary Contributions

B. Local Arrangements

1. Room arrangements and ideas for space usage

a. performance spaces

b. auditions

c. workshop spaces

2. Meals during Festival week

3. Current registration totals

4. Hotels for Committee for November and January

5. Review contents of arrival packets for:

a. teachers

b. vendors and colleges

c. workshop presenters

C. Play Selection

1. Update on current submissions

2. Talk through changes to this year’s response process and verbiage

3. Update on facilities available for performances

4. Region 4 Inclusion Ideas

5. Race/ethnicity Inclusion Ideas

6. Limit on Production Additions to School Registration

7. Update to production requirements at performance spaces (if any)

8. Do we need to solicit productions? A sponsor staged reading? Extend due date?

9. Play respondent sign up -- required for committee members!

10. Other?

D. Workshops

1. Update on official categories

2. Soliciting workshops -- workshops that can make you “Still Believe”.

a. Take a moment to call at least three workshop leaders each

3. Update on Friday Night Activities/Improv?

4. Pre-registered workshops

a. Tech Olympics -- details? Time could depend on other needs in the same space

b. Thespian IEs

c. Other?

E. Auditions

1. Update on room availability and facility needs

2. Change labels in program?

3. Status of “permanent power strips”

4. Accompanist - yay!

5. Confirm monitor needs

6. Other?

F. Development

1. Update on program ads

2. Update on sponsorships (venues, etc.)

3. Corporate Sponsor involvement

G. All-State

1. First rehearsals/build debrief (Full week w/ workshops)

2. Budget update

3. Design Update

4. Company Budget Update (if necessary)

5. Information on January “invited dress”

6. Parent reception?

7. Confirm performance times

8. Confirm orchestra pit needs

9. Confirm kill seats

10. Production Liaison Introduction

11. Conflict/Absence policy for All State Company

12. Other?

H. Promotions

1. Examples/Images/updated numbers of products

2. Monitor / Tech Crew shirts (sponsored?)

3. Committee wear orders and sizes, To be distributed Nov Meeting

4. Other?

 I. Box Office / Ticketing

1. Date of ticket “party”

2. Status of ticket printing cost/location, etc.

3. Other?

J. Exhibits

1. Locations / Exhibit Space Layout

2. “I Still Believe” Snapchat filter

3. Update on use/setup of passport raffle

4. Establish a cap for exhibitors?

5. Other Exhibit updates/changes?

K. Technology

1. Updates -- App, Social Media Wall, etc.

2. Status of spreadsheets and needs from sub-committees

3. Contingency plan for Michael’s absence from the Festival

L. Mentors/Hospitality – Progress Report

1. Plans for hospitality room?

2. Location

3. Round tables?

4. Ideas to further help new sponsors and ITA retention/involvement

M. ISU & UIUC Representatives

1. Monitor updates

2. Friday Night Activities

3. Confirm monitor numbers for each committee and total:

a. Swap desks, auditions, exhibits, promotion, workshops, house managers at all spaces, others?

N. ITA Liaison & ITA Executive Director

1. Scholarship opportunities and needs

2. ITA Gala debrief

3. Other?

O. Historian/Documentarian/Continuity

P. Looking ahead….

1. Write and proofread emails that need to go out after November meeting

a. Workshop confirmations

b. Vendor and college confirmations

c. School registrations

2. November meeting confirmation

a. 23rd -- 8:30am, play selection and workshops

b. 23rd -- 11:30pm, full committee

c. 24th -- 9am, full committee

d. Everyone needs to be there!

IV. Future Meetings

1. Saturday & Sunday November 23-24 – ISU- Alumni Center

2. Sunday December 8, 2019 - Tech Meeting at ISU- Bone Student Center

3. Wednesday January 8, 2020 – 8:00 Meeting & Gather at ISU- Alumni Center

4. Thursday - Saturday January 9-11, 2020 - Theatre Fest, ISU

5. Sunday January 26, 2020 – 10:00 am Changeover meeting, ISU- Alumni Center

V. Adjournment