

ILLINOIS THEATRE ASSOCIATION REPRESENTATIVE

CHRONOLOGY

JANUARY

- Attend Festival Follow-up Meeting (usually last Sunday of January).

FEBRUARY

- By February 15th send annual budget request to ISU or U of I contact so that budget can be prepared for March meeting.
- Due to cancellation insurance, stress to the executive director the importance of completing the budget at the March meeting

MARCH

- Attend Spring Meeting of Planning Committee
- Send a copy of the approved IHSTF Budget to the ITA Treasurer.

APRIL - MAY

- Share IHSTF Budget with ITA Board.

JUNE

- Attend two-day Summer Meeting of Planning Committee

JULY - AUGUST

SEPTEMBER

- Attend Fall Meeting of Planning Committee.
- Attend ITA Convention.

OCTOBER

- Submit application for an ITA exhibit to be at Festival.

NOVEMBER

- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving).

DECEMBER

JANUARY

- Festival Week Responsibilities:
 - Attend Pre-Festival Planning Committee Meeting (Wed. eve.)
 - Prepare and set-up for Festival (Thursday morning/afternoon).
 - Greet and assist with registration (Thursday 3-8 pm)
 - Attend Opening Festival Performance(s) (Thursday evening)
 - Attend Final All-State Performance (Saturday afternoon)

- Attend and present exit report at Festival Follow-up Meeting (usually last Sunday of January).

Last updated July 2010