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

*I Still Believe*

**PLANNING COMMITTEE NOVBEMBER MEETING AGENDA**

**Saturday, November 23 8:00am Play Selection/Workshops 12:00pm Full Committee**

**Sunday, November 23 @ 8:00am ISU Alumni Center**

**SATURDAY MORNING, NOVEMBER 23, 2019**

**8:00** – Play Selection (Ryan & Danny) meets with Vic, Annaliisa, Judy, Aimee-Lynn, Vic, & ISU

tech rep(s) to review and schedule performances.

**9:00** – Workshops (Jessica & Katherine) meet to establish and proof the schedule.

**SATURDAY AFTERNOON, NOVEMBER 17. 2017**

**11:30** – Remainder of the Committee Members arrive for planning meeting. Lunch will be served. We will have a working lunch to finish proofing the items on the list below.

**12:30** – Full Committee Convenes

**Voting Members in Attendance:**

- Vic Pilolla, Executive Director (2020)

- Annaliisa Ahlman, Executive Director Emeritus (2019)

- Judy Klingner, Secretary/Executive Director (2021)

- Katherine Apperson, Assoc. Director of Workshops
- Jessi Lim & Kim White, Assoc. Directors of Promotions
- Jason Stevens, & Ken Ruffalo, Assoc. Directors of Exhibits

- Andy Simon, Assoc. Director of Auditions

- Michelle Bayer, Assoc. Director 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
- 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

**Voting Members Absent:**

-Jessica Keuth-Rahtjen, Assoc. Director of Workshops

-Paul Dombrowski, Assoc. Director of Hospitality/Mentors

-David Morrison, Assoc. Director of Auditions

**Non-Voting Members Absent:**

- Kevin Long, ITA President

I. Full Committee meets to assign responsibilities for the day.

II. Approve Minutes from the September meeting

III. Opening Ceremonies Update

IV. Report of Play Selection Evaluation Committee

A. Number of submissions B. Number of Full-Lengths C. Number of Showcases

D. Number of Respondents

E. Review slate of shows

F. Justify selection (include geography and type of school, equity considerations, breakdown by region, etc)

G. Approval of Play Selection Slate of Shows

V. Workshops - state number and types of workshops still needed.

VI. Temporary Adjournment to Notify Directors of Selection Status & Solicit Workshops

A. Call selected schools to inform directors, confirm dates/times, and relay info for

December meeting

B. Call schools not selected to inform directors of status

C. Call potential workshop presenters to solicit workshops

D. Other tasks to be completed at this time:

1. Auditions – audition schedule

2. Workshops – continue with schedule

3. Exhibit - layout

4. Proofing

5. Vic & Judy – meet with monitors

VII. Full Committee reconvenes: A. Review Audition Schedule B. Finalize Proofing

C. Move to Sunday agenda items if time allows (beginning with Friday Night Activities & Monitor sections)

VIII. Adjourn for Dinner

A. Adjourn by 6:00 pm

B. Group reservation for dinner at Biaggi’s at 6:30 pm

**SUNDAY, NOVEMBER 24, 2019**

**8:00** – Full Committee reconvenes – at 8 am we will take a group picture

I. “Final” Budget Report

II. Review December e-mail

III. Preliminary Registration Report

A. Number of attendees

B. Number of schools

C. Preliminary wait – list numbers

D. Review Festival schedule – seat count for each hour (workshops & shows) E. Decide on Wait List Schools

IV. Check schedule for space conflicts and personnel conflicts

A. Workshops

B. Auditions – Performance times

C. Performances

V. Committee Updates – What have you accomplished since September? What still needs to be accomplished

A. Executive Director

1. Thursday on-site responsibilities:

a. Registration areas b. Fest Gear

c. Tech

2. Welcomes for Opening Ceremonies

a. Executive Director Introduction (Victor)

b. IHSTF 2020 → Theme & All-State Reveal

c. All-State Cast & Crew Walk-Across d. Committee Walk Across

e. 45 years of Executive Directors

f. Introduction to performance+

3. Friday night Sponsor Reception responsibilities:

a. Address sponsors/exhibitors (Vic)

b. ITA President address (Kevin)

c. Extraordinary Contributions to the Festival Award (VOTE)

d. Administrator Support Award (VOTE)

e. Introduction of 2021 Director (Vic → Judy)

f. Introduction of 2022 Director (Judy → Ryan )

4. Opening Performance program – included in Festival program

5. Sponsors Check-in – location and times

6. Meals for Committee members during Festival

7. Scholarships – Do we have any?

B. All-State

1. Schedule at Festival

2. Distribution of tickets to All-State families

3. College Auditions

4. Ushers

5. Copy deadlines for program

6. Donations

7. January rehearsal / open dress rehearsal

8. Other updates/issues

C. Auditions

1. How many are participating? (total number & Juniors/Seniors breakdown)

2. Number of acting / tech auditions

3. Monitor needs

4. Scheduling

5. Plans for notification of audition times

6. Plans for notification of “callbacks”

7. Power for college reps (permanent solution – power strips, etc.)

8. Lunches for college reps (acting & tech)

9. Breakfast for college reps? (acting & tech)

D. Exhibits

1. Number of exhibits (include college / vender breakdown)

2. Exhibit space layout

3. Update on raffle and other details

4. Needs from other committees

5. Notification to exhibitors

6. Check-in at Noon (confirm set-up time)

E. Technology

1. App set up & update

2. Slide Show of Schools

3. Update on Advertisements

4. Needs from other committee members

F. Hospitality/Mentors

1. Staffing in lounge

2 New sponsor update

3. Refreshments

4. Roundtable update and any other updates

G. Play Selection

1. Tech Meeting December 8th

2. Materials from each school for slide show

3. Add-On numbers

4. Ushers needed

5. Plaques

6. House Managers

7. Feedback from directors and house managers/changes

8. Warning labels for shows

9. Remind all that we will hold ALL curtains (except All-State) 5 minutes for rush seating

H. Promotions

1. Item proofs for each being sold

2. Committee wear?

3. Order totals

4. Needs at Festival (photos for slide show? Mannequins, cash registers, shelving)

5. Staffing needs

6. Deposits of money

7. Cash registers – charge card machine?

8. Monitor t-shirts/tech shirts

9. Wristbands for the dance

I. Workshops

1. Number of presenters

2. Categories and symbols

3. Space issues?

4. Needs at Festival

5. Signage – printing? Who is hanging them up?

6. Monitor meeting

7. Exit surveys

J. Friday Night Activities

1. Dance

2. Plans for activities

3. Sponsors reception

K. Box Office

1. Ticket Party date and time update

2. Counts for Theater Spaces

3. Date for final show info

L. Local Arrangements

1. Update on Festival spaces

2. School registration numbers

3. Special needs? (interpreters, wheelchairs, etc.)

4. Lanyards, boxes, other materials/supplies

M. Representatives/Monitors

1. Monitor numbers

2. Building Supervisors

3. Numbers for each locations

4. Process for monitoring workshops vs. productions

5. Other needs?

N. CPDUs

O. Development

1. Sponsorships Secured

2. Advertising Numbers

3. General Contributions Secured

4. Clif Aldridge Contributions Secured

5. Placement of Ads in Festival Program/Festival App

P. I.T.A. Liaison

VI. Review/Update list of Packet Contents

A. Sponsor Packet:

● Badges – color-coded for students and sponsors

● Festival program - one per sponsor

● Tickets to performances

● Festival Update

● Festival Survey (online through Vic?)

● Certificates (put online – who will make them? Megan to post?)

● Restaurant list

● Visitor Guide

● Campus Map/Parking

B. Workshop Leader Packet:

● Included Pieces: Badge(s), Campus map/parking, Thank you letter

● Discontinued Pieces: Welcome Letter, Festival program, Festival Update, Certificates, Restaurant list, Visitor guide

C. Exhibitor Packet:

● Welcome Letter

● Badge(s)

● Festival program

● Festival Update

● Certificates?

● Restaurant list

● Visitor guide

● Campus map/parking

VII. Wait List Update (if necessary) VIII. Announcements/Updates:

A. Announcement of IHSTF 2021 Theme and All-State Show/Director

B. Pre-Festival Meeting: Wednesday, January 8, 2020 – 8:00 pm (ISU Alumni Center)

C. Post-Festival Meeting – will meet after the All-State performance for a brief meeting in

Spotlight Room – Dinner after at ???

D. Change-over Meeting – please begin preparing reports in December because of short turn-around time. Meeting is January 26th at 9:00 am - ISU Alumni Center.

IX. I.T.A. Representative

X. Items to finish the week after the November meeting:

● Put together all pieces of the Festival program to send to designer (Megan)

● Send out workshop leaders letter (Megan)

● Send out Principal congrats letter (Ryan & Danny)

● Send out Exhibitor letter (Ken & Jason)

● Move schools/exhibitors off waiting list (Megan)

● Order lanyards, name badge holders, ribbons, etc. (Megan)

● Get parking info (Megan)

XI. Review to-do list for December and January

**December**

● Attend tech meeting for selected productions (Ryan, Danny, Vic, ISU staff)

● Collect med forms and payments for add-ons (Megan)

● Get engraving info for all Full-Length/Showcases/All-State plaques – all productions get them (Ryan & Danny to Megan)

● Enter add-on registrations by Dec 6 (Megan)

● Order production plaques (Megan)

● Nov 25 – 2 pm Final info to Megan for Festival program (All)

● Full Committee reviews 1st draft of Festival program (Megan)

● Dec 4 - 3 pm revisions of 1st draft of Festival program due to Megan for review

● Dec 4 - 7 pm revisions of 1st draft of Festival program due to designer (Megan)

● Dec 5 – Full committee reviews 2nd draft of Festival program -\*ITA 2nd VP must see 2nd and subsequent program drafts

● Dec 8 – 10am Revisions of 2nd draft of Festival program due to Megan

● Dec 10 – 12pm - Sub-committee reviews 3rd/final proof (Megan, Aimee-Lynn, Annaliisa, Vic, Judy)

● Dec 12 – 7 am - Revisions of 3rd/Final of Festival program due to Megan

● Dec 12 – 4 pm - Final of Festival program sent to Vic, Aimee-Lynn

● Dec 13 – 12pm Final Approval of Program(with Changes) (Victor & Aimee-Lynn)

● Dec 13 – 2 pm - Final of Festival program sent to printing for proof

● Dec 16 – Approval of proof & Festival Program to printer (Megan)

● Pre-registered workshop requests due – if any (Jessica & Katherine)

● Digital slideshow submissions due Dec 30 (Hector & Mike)

● December mailing (email) sent to schools (Megan & Victor)

● Post the following items on the website: (Megan & Aimee-Lynn)

o Participation guidelines

o News Release

o Plan Your Festival Schedule

o Parking info/maps

o Festival Program

● Assign pre-registered workshops and notify schools (tickets needed???)

● Confirm ISU student security plan, EMT (medical), interpreters (if needed) and other personnel for Festival (Megan)

● College Auditions schedule posted (Andy, David)

● Email notification to schools re: All-State & Opening Performance assignments

(Mark & Wendy)

● Post preliminary Festival schedule, including schedule at a glance (Megan)

● Start keeping track of changes to be included on program addendum sheet

● Print certificates if any (who will handle this?)

● Print name badges (exhibitors, workshop leaders, sponsors, Committee)

● Stuff lunch ticket envelopes

● Prepare arrival packets

● Prepare 8.5x11” signs for rooms for each Workshop (check with ISU about procurement. Monitors put them up.) – Who makes them?

● Lobby Signs

● Program cash registers?

**Between Holiday**

● Ticket Party @ Bolingbrook HS @10 am Jan 3

**January 6th (Monday)**

● Tech load in on Monday

● 1/5: most All-State Staff & Tech arrive at Hotel

● 1/7-1/9: ISU staff stuff programs into school packets

**January 8th (Wednesday)**

● Registration materials moved to Prefunction Brown Ballroom

● Festival Planning Committee meeting at 8 pm in ??

o Review Festival Program for corrections/changes for Festival update page o Review of tasks to complete Thursday from 9 am – 4 pm

**January 9th (Thursday)**

● Print Festival update page and stuff in arrival packets prior to 2 pm

● Post update info on special media and lobby slide show

● Full-Length/Showcase ticket stuffing if needed (9 am- noon)

● Set up exhibit area

● Set up FESTGEAR

● Registration begins at 4 pm

**January 9th-11th (Thurs-Sat)**

● FESTIVAL!!!!

**January 11th (Saturday)**

● Post-Festival Committee Meeting following final All-State performance

● Post-Festival Committee Dinner for those who wish to join – TBD XII. Other Items

XIII. Finalize Proofing of Festival Program as needed

XIV. Adjourn (estimate – 12:00 pm, but could be earlier depending on how far we get on

Saturday)