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

*I Still Believe*

PLANNING COMMITTEE JUNE MEETING

Friday, June 21, 2019

**Meeting convenes at 11:30 AM.**

**Voting Members in Attendance:**

- Vic Pilolla, Executive Director (2020)
- Annaliisa Ahlman, Executive Director Emeritus (2019) via Zoom
- Judy Klingner, Secretary/Executive Director (2021)

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

- Andy Simon & David Morrison, Assoc. Directors of Auditions
- Danny Yuska, Assoc. Directors of Play Selection

- Michelle Bayer, Assoc. Director of Hospitality/Mentors (via Zoom)
- Hector Hernandez & Mike Karasch (via Zoom), 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

- Cody Rogers, Dylan DeWitt, ISU Student Committee

- Aimee-Lynn Newlan, ITA

**Voting Members Absent:**

- TBD, Historian/Documentarian

- Jessica Keuth-Rahtjen, Assoc. Director of Workshops

- Paul Dombrowski, Assoc. Director of Hospitality/Mentors

- Ryan Lambert, Assoc. Director of Play Selection

**Non-Voting Members Absent:**

- Madison Gillis, ISU Student Committee
- Wendy Taylor & Mark Wayne, Assoc. Directors of Box Office
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep

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

- MacKenzie Sinta & Jacklyn Ovassapian, UIUC Student Committee

- Sarah Esparza, ISU Student Committee

- Kevin Long, ITA President

**I. Introductions**

A. Welcome

B. Planning Committee Contact Sheet Update

C. Note on Time - We are hoping to finish all business by 4:00 PM, but we will need to go longer if we do not finish by that time. In recent years this has become a one-day meeting, but it will only work if we keep pushing toward decisions in a timely fashion.

**II. Approval of March Minutes**

1. Apperson motioned to accept the March Meeting minutes.
2. Vernon seconded. Motion passed.

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

A. Executive Director

1. Postcards

a. School postcard

b. Exhibitors’ postcard

c. Logo

2. Opening Ceremonies – no new updates. Still negotiating price. Considering approaching State Farm for more money. Possible change come July.

B. All-State

1. Producers’ Update
	1. Currently ahead of schedule. August weekend helps.
	2. Callbacks 6/22.
	3. Going paperless for forms, demographics, etc.
2. Design Update – No new update of set. Ground plans are being worked on.
3. Auditions Update
4. Two rounds of auditions. ~176 auditions. Lower than normal. All regions of state covered. Callbacks 6/22 at Glenbard North. All called back cover all regions, too.

4. Company Budget Update (if necessary) – No changes. ISU interns are really a key to this process.

C. Play Selection

1. Update on Online Forms (Director’s Application, Respondent Form, etc.)
	1. All have been updated. No major updates digitally.
2. Update on Respondent Process (Modified Lerman Method)
	1. Use the same method from 2018.
	2. Renaming the method to something like “IHSTF”?
	3. Still need to modify the method.
	4. Rockford contacted about helping. Need a presentation. May supply 10-12 people to respond in that area.
	5. Vic will forward email to Danny to help present to Rockford people.
		1. Danny, Hector, Kim, and Jessi will head this up.
	6. Liz Lerman’s name has been removed from all forms.
	7. Committee should approve changes and should select shows together.
	8. Favoritism and “trends” should be addressed.
	9. Minutes will be taken in play selection.
	10. Aimee-Lynn suggests the committee propose that ITA adopt a policy to address the issue of serving two roles at once or play selection being done in the open.
3. Update on facilities available for performances
	1. Possible added venue that was used for improv. (Capen)
	2. Screen is removed from Capen Auditorium will now make it a usable space. Limited in sound and lights. Suggested for straight show.
	3. Metcalf and UHigh are still in session. Load-in can happen on Thursday night.
4. Region 6 Inclusion Ideas
	1. Personal emails and phone calls will be sent/made to that region.
5. Race/ethnicity Inclusion Ideas
6. Limit on Production Additions to School Registration
	1. 200-300 registrations held back to account for selected schools.
	2. Consideration to allow schools to bring down members who will not attend festival but only for the show. Medical Forms will need to be processed but will not have to pay festival fee.
7. Other?
	1. Three full-lengths submitted so far.
	2. Committee members must see at least one show.
	3. A committee member must be at each show.
	4. A list for sign-up will be sent out.
	5. Photo must be taken of the set.

D. Promotions

1. Company Selection
	1. No company selected yet.
	2. “Stars and Stripes” in Bensenville is highly considered. No delivery fee.
	3. Interested in outside bids. Please contact Jessi or Kim.
	4. Exit Reports from Rice Camp was not highly rated.
	5. Minerva is a local company that should be considered.
2. New Products / Cancelled Products from 2019
	1. Will continue to sell gear based off of All-State. All-State would like to use the same vendor, if possible.
	2. No cancellations needed.
	3. Possible new idea: gloves, long-sleeved shirts, crew neck t-shirts, sweatshirts.
	4. Discussion regarding how much to increase supplies.
3. Committee wear ideas
	1. Fleece, Track jacket, bowling shirt, polo shirt?
	2. Vic will create a survey for the Committee.
4. Monitor / Tech Crew shirts (sponsored?)

E. Auditions

1. Update on room availability and facility needs

 a. 2 warm up rooms, Kemp for auditions, basically the same rooms as last time.

2. Potential Timeline Adjustments (Necessary for increase in tech interview #s?)

a. Design and Stage management will be added to Tech Interviews, so time slots will be expanded to the afternoon.

3. Accompanist

a. Still waiting to hear from the last accompanist. Will reach out to Ryan Murphy next.

4. Other

a. Looking for ideas about improving callback list (maybe by using Google Forms).

b. Possibly using mail-merge (Aimee-Lynn’s suggestion).

F. Exhibits

1. Locations / Exhibit Space Layout

 a. Decision is leaning toward using rows for the layout.

b. Might be able to use the Atrium in the new Bone Center for more space for exhibitors.

c. Headquarters will be in the Atrium as well.

d. Ticket Swap and Fest Gear will stay in the Ballroom.

2. “I Still Believe” Snapchat filter

 a. Working on it!

4. Other Exhibit updates/changes

G. Workshops

1. Pre-registered workshops and/or specific workshop ideas

 a. Tech Olympics is a go.

b. Kenny will do All-Fest Improv again. He is asking for 2 hotel rooms and his $700 honorarium is available at the Festival.

2. Update on space availability

 a. Looking for a place for Tech Olympics.

 b. Lots of spaces to use including dance workshops

3. Update on workshop categories & online form

 a. Basically the same as last year for categories.

 b. The online form is up and running.

4. Other

a. Planning to allow presenters to do 1 or 2 sessions on the same or different days for more flexibility.

b. Suggestion to ask former All-Staters, Directors and Executive Directors to present panels, round tables for teachers, etc.

c. Thank you gift could be a poster with all of the previous logos.

d. Suggestion for a workshop about how to get money for college and how certain college majors go together with a Theatre Major.

H. Development

1. Update: Ideas for Generating Donations & Sponsorship

 a. Plan to meet with the Development Committee after today’s meeting.

 b. Looking to have suggestions for finding donors/sponsors. There will be a link.

2. Update: Sponsorship of Performance Spaces

 a. “Underwriting” vs. “Sponsoring.”

3. Other grants and moneys

a. Doing all of the same things as last year (Lanyards, Tech Shirts, ect.). Lots of follow-up calls will be planned.

b. All-State Parent meeting – Include a link for donations.

c. Ads for program – ask schools about advertising their seasons in the festival program and App.

d. Ideas for foundations that might help us out – send to Aimee-Lynn.

e. Fill out the form on the website (Planning Committee page) if you have any leads.

I. Local Arrangements

1. Update on Online Forms

a. Auditions: Actor & Tech Audition/Interview forms

b. Exhibits

c. Play Selection

d. Workshops

2. Receipts and payments for committee members

 a. Reminder: P.O. for $5000 and up

 b. Turn in receipts in a timely manner

3. PARKING – Festival

4. New renovation in the Bone may cause issues for us. We need to beware.

5. November meeting – Hotel needs a guarantee per individual’s rooms.

6. Minors on Campus – No background checks are necessary this year.

7. Fall posting will go live on August 15 (Registration for schools and exhibitors will begin).

8. Possibly moving the Sponsors’ Reception to the 3rd Floor to open up the Circus Room for Friday Night Activities.

J. Mentors/Hospitality – Progress Report

 1. Working on food for Sponsors’ Room.

 2. Plans to help newbie directors.

 3. Reaching out to veteran directors to find one-to-one mentors.

K. Student Representatives

1. Update on Ideal Numbers, Organization/Setup of Volunteers, etc.

 a. 120 student volunteers are needed.

b. Planning to communicate in a variety of ways (texts, Facebook, Phone Calls, Personal Visits, etc.)

2. Update on Friday Night Activities

 a. All-Fest Improv

 b. Life size games

c. Karaoke

d. Student Dance (Contacting for DJ from last year)

e. Improv Games

L. ISU & UIUC Representatives

M. ITA Liaison & ITA Executive Director

1. Scholarship opportunities

2. New policies from the ITA

 a. Search for an Historian will be announced next week.

 b. Waiting for approval from ITA for the NEW All-State Production Liason.

3. Other

 a. Search for 2022 Executive Director – Link is live now.

b. Final numbers from last year’s Festival appear to allow us to have $5,000 for scholarships schools to attend the Festival.

c. Annual Red-Carpet Gala and meeting will be at Drury Lane on Aug. 24-25.

d. Looking for a volunteer to help with ISBE audit for CPDU’s for Festival.

N. Technology

 1. Update on app, deadlines, etc.

 a. Not much right now. Waiting for finalized logo and deadline dates.

2. Collection of school photos?

a. This responsibility moved from Exhibits to Technology. There are multiple screens in the Bone Center Ballroom now for social media wall.

**IV. Things to do for Fall**

A. ITA Letter

B. Executive Director Letter

C. Information for Students pages

D. Tech Olympics

E. Auditions

F. Workshops

G. Play Selection

H. Graduate credit?

 a. Only CPDU’s now

I. Committee List

J. Exhibits, Vendor Form

K. Development page

L. There was discussion regarding expectations for student behavior. We will continue this discussion at the next meeting.

**V. Future Meetings**

1. Sunday September 8, 2019 – East Leyden High School

2. Saturday & Sunday November 23-24, 2019 – ISU

3. Sunday December 1, 2019 - Tech Meeting at ISU

4. Wednesday January 8, 2020 - Meeting & Gather at ISU (evening)

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

6. Sunday January 26, 2020 - Changeover meeting, ISU

**VI. Adjournment**

1. Apperson motioned to adjourn at 2:00 PM.
2. Vernon seconded. Motion passed.