ILLINOIS HIGH SCHOOL THEATRE FESTIVAL

PLANNING COMMITTEE MEETING: CHANGE-OVER MEETING

ISU Alumni Center

1101 N. Main St., Normal, IL 61761

Sunday, January 26, 2020

12:00 PM

10:00 AM -- The 2020 Committee convenes

12:00 PM -- The 2021 Committee arrives and engages in a working lunch with counterparts from Festival 2020

1. Basic duties of the job
2. Important points/recommendations from the exit report
3. Important Contacts
4. Parting words of wisdom

1:00 PM -- 2021 FESTIVAL COMMITTEE CONVENES @ 1:00 PM

1. Attendance and Introductions

A. Judy Klingner, Executive Director (2021)

B. Vic Pilolla, Executive Director Emeritus (2020)

C. Ryan Lambert, Secretary/Executive Director (2022)

D. Marty Lynch & Robin Quinn, Assoc. Directors of Workshops

E. Kim White & Kate Woodruff, Assoc. Directors of Promotions

F. Jessi Lim & Patrick Kerr, Assoc. Directors of Exhibits

G. David Morrison & Dan Napper, Assoc. Directors of Auditions

H. Hector Hernandez & Mike Miserendino, Assoc. Directors of Play Selection

I. (Tentative), Directors of Technology

J. Jonathan Meier & Joe Pulio, Assoc. Directors of Hospitality/Mentors

K. Paul Dombrowski & (Tentative), Assoc. Directors of Statewide Inclusion

L. Mark Kaetzer, Historian /Documentarian

M. Mark Wayne & Wendy Taylor, Assoc. Director of Box Office

N. Kevin Long, All-State Director

O. Mark Begovich, All-State Producer

P. Michelle Marquart, U of I/Local Arrangements – Program Coordinator

Q. Megan McCann, ISU/Local Arrangements - Program Coordinator

R. Jimmy Chrismon & Michael Vetere, ISU Dept. of Theatre and Dance Reps

S. J.W. Morrissette, U of I Dept. of Theatre and Dance Rep.

T. Student Committee Representatives

U. Aimee-Lynn Newlan, ITA

V. Annaliisa Ahlman & Patrick Spreadbury, ITA Liaisons

W. Kevin Long & Carmel DeStefano, ITA President and ITA President (elect)

X. Others

1. GUIDING PRINCIPLES
2. Continuing to Make the Festival Better

1. Exit Reports

2. Surveys

 B. Challenging the Status Quo

1. Current Procedures & Policies

 C. Working Smarter, Not Harder

 D. Going Even Greener / Digital Transformation

 E. Full-state Inclusion

III. THEME: “In the Theatre, ALL are Welcome”

 A. Executive Director’s Vision

 B. Committee: How can this theme tie into each area of the Festival?

 C. Logo & Artwork

IV. ALL-STATE: CABARET

 A. Concept introduction

 B. Introduction of staff

 C. Audition/interview information

 D. Rehearsal/build schedule discussion

V. SUB-COMMITTEE ROLES

 A. Duties of each position

 B. What information do you need to do your job?

 C. Theme integration

 D. Important Contacts

VI. PROOF CONTACT INFORMATION SHEETS

 A. For all schools in our files

 B. For the Committee

VII. SPACE UPDATE

 A. Available / unavailable spaces

 B. New & Potential Spaces

VIII. BUDGET UPDATE

 A. Sub-Committees: Review your section

 1. What expenses to you foresee?

 2. What new ideas need financial support?

 3. In what ways can you economize?

 B. Sub-Committee Budget Decisions: Due before Spring Meeting

 C. Balanced Budget: Required at Spring Meeting (including the All-State Production

 & Student Involvement Budgets to be presented to the ITA Board)

IX. FUTURE MEETING DATES & DEADLINES

 A. Confirm Meeting Dates

 1. Sunday, March 8 at West Chicago HS (Spring Meeting)

 2. Friday, June 19 at UIUC (Summer Meeting - Workshop & Play Selection

 tour of spaces in the morning)

 3. Sunday, September 13 at West Chicago HS (Fall Meeting)

 4. Saturday, November 20 and Sunday, November 21 at UIUC

 (“Thanksgiving” Meeting)

 5. Wednesday, January 6 at UIUC (Pre-Festival Meeting)

 6. Thursday, January 7 – Saturday, January 10, 2019 at UIUC (Festival)

 7. Sunday, January 24 at UIUC (Changeover Meeting)

 B. Online Web-Posting or Postcard Mailing Deadlines & Info

X. UIUC Updates and Requests

XI. ITA Updates, Issues, Concerns

XII. Other Business

XIII. Adjournment (Approx. 4:00 PM)