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

*I Still Believe*

PLANNING COMMITTEE JAN PRE FESTIVAL MEETING

Jan 8,, 2020

8:05 meeting called to order

- Katie moves to approve the November minutes

- Kevin Vernon seconds

Exit reports – please use previous years’ report as a reference. See last page of agenda. New members of next year’s committee are invited to our meeting before lunch on the day of the changeover meeting. We will meet in the morning and then have a working lunch with our counterparts for next year. Due Mon. 1/20. One report per sub-committee.

Festival Feedback surveys – let Aimee-Lynn or Carm know if you have any changes.

Megan’s Registration update: 4,996 participants. All boxes are loaded and ready to go!

The app is up to date except Vic and Judy’s names are misspelled.

Committee packets are here with lunch tickets. Thank you Megan! Please note that these meals will come out of the Festival budget.

Sponsor’s Reception Friday is in the Atrium. 10pm-11:45. Vic encourages you to attend.

Opening Ceremony and All-State Performance.

* We will walk across both opening ceremonies and will watch the second.
* Vic welcomes and we will present two awards. Vic will present Admin Support. Nathan will present Sue.
* Judy announces Festival and theme
* 1st walk across
* Under the Streetlamp performs
* Executive Committee & Former ED will walk across later on during Under the Streetlamp

We will see the 2:30pm Saturday performance. Let Box Office know if you will not be attending with the committee.

All-State is currently in an invited dress rehearsal, but they send their best! The group has been wonderful to work with. Things are in good shape.

Auditions: will be running in Kemp until 4pm. Presentations go until 2:20pm or so in CVA. There are more presentations than we initially anticipated. Reps will get information on wifi and survey feedback. Please keep the power strips from Vic’s van – return them to the All-State truck to bring to ITA storage.

Exhibits: we have 66 vendors and schools. There was 1 cancellation. The snapchat filter is the right size, according to our millennial friends on committee. Passports have already been stuffed in school packets. Vic has shifted the layout slightly to appease a corporate sponsor.

Hospitality and Mentors: we didn’t have that many people who asked for help this year. It seems like we’re still ‘preaching to the choir.’ A combo of allergy-friendly and carb/fat friendly food will be available.

Play Selection: Please signup to distribute plaques. Everyone is coming that we know of!

Box Office: the ticket party was a small, but dedicated group. There were three times fewer people who showed up compared to last year. Most requests for ticket changes went directly to the Box Office folks and not to Megan, which took out some unnecessary email chains.

All-State company family tickets are labeled by student name and will be at Headquarters.

Promotions: things have been unpacked and inventoried. There is a LOT of folding to do. Please help fold Thursday starting at 8am.

Hours: 4pm-10pm Thursday, 9am-10pm Friday, 9am – 12pm Saturday.

Workshops: Friday morning 2500 spots for kids, things get a little lower later in the day, but we’re in good shape. We haven’t had a lot of cancellations, but have been moving some workshops around to different locations. Discussion with auditions on whether there may be some rooms that open up.

Room access – ISU campus police and facilities are responsible for opening buildings and rooms. Megan has a master key if necessary. If a room is not open, contact monitors or Megan.

Turn in receipts to Megan by 1/31.

Current budget update: $295,000 income, $36,000 expenses *that have gone through ISU so far.* This does not include All-State or food/beverage or any additional costs that we incur this weekend.

Monitors and student leaders are in good shape. There are 101 volunteers and approximately 10 more in leadership.

* UHigh – use lower level entrance
* Kingsley – use main entrance by flagpole

Monitor meeting in Cook 212 at 12:30pm on Thursday for monitors.

* Vic to speak
* Judy
* Annaliisa
* Box Office
* Workshops

Development: no new updates

ITA rep: Susie will be around, Carm, Annaliisa, Kevin Long

Judy: Judy is looking for folks for next year’s Festival. If you responded to Judy and said you were interested, then please plan to be here! Please chat with her this weekend if you can.

Security: 2 police officers will be on site on Thursday to help with parking and movement of buses. They will be here Friday and Saturday as well. They will closer to the dance on Friday in case there are emergencies. Call 911 if necessary. EMTs are at the Bone only when a production in Braden is taking place (Opening Ceremonies and All-State). Use phone numbers on the back of your badge for contact information – there is an emergency procedures handout in your committee packet. Please be vigilant.

Thursday work schedule:

* exhibitors should be setup and ready by 4pm
* we need help to fold – starting at 8am
* Student reps prepare for meeting
* Box Office will stuff envelopes into the boxes. Megan has already set them up.

Post-Festival meeting:

* meet in Spotlight Room for a brief meeting after the 2:30pm All-State
* Followed by dinner at Destihl on Towanda at 6pm

REMEMBER EXIT REPORTS could be filled out now.

Please update your chronologies as well.

Changeover meeting Jan.26 at 10am in the ISU Alumni Center.

Please wear your polo at opening ceremonies.

Katie Apperson moves to adjourn.

Kevin Vernon seconds the adjournment. Ryan Lambert opposes.

Meeting adjourned at 9:06