

40th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
“ignite the PASSION within”

Planning Committee Minutes
Krannert Center, University of Illinois
Friday, June 20, 2014

At 9:00 am the Workshop, Play Selection, and Audition Committee members tour the University of Illinois Campus for possible spaces to use during Festival. In attendance:

UI staff:

Michelle Marquart

Daniel Pozzebon

Terry Ciofalo

Committee:

LaDonna Wilson

Christopher Thomas

Nathaniel Haywood

Sandra Smycz

Brian Alexander

Allan Kimball

Marty Lynch

Planning Committee in Attendance:

Brian Alexander, Executive Director (2015)

Carmel DeStefano, Secretary/Executive Director (2016)

Tom Skobel, Assoc. Director of Exhibits

Adam Miller, Assoc. Director of Exhibits

Christopher Thomas, Assoc. Director of Workshops

LaDonna Wilson, Assoc. Director of Workshops

Marty Lynch, Assoc. Director of Auditions

Allan Kimball, Assoc. Director of Auditions

Sandra Smycz, Assoc. Director of Play Selection

Nathaniel Haywood, Assoc. Director of Play Selection

Michael Stephensen, Assoc. Director of Promotions

Kurt Steinhauser, Historian /Documentarian

Non-Voting Committee in Attendance:

Tom Korder, Director of Production, KCPA

Terri Ciofalo, Assoc. Production Director, KCPA

Tom Mitchell, UIUC Department of Theatre Rep.

Michelle Marquart, UIUC/Local Arrangements - Program Coordinator

Marty Jean Goughnour, Assoc. Director of Development

Aimee-Lynn Newlan, ITA Executive Director

David Mor, Student Volunteer Coordinator

Voting Members Absent:

Demetrios Pappageorge, Executive Director Emeritus
Julie Ann Robinson, Assoc. Director of Promotions
Karen Hall, All-State Director
Andy Sinclair, All-State Co-Producer
Laura Gilbert, All-State Co-Producer
Judy Swiger, Assoc. Director of Hospitality/Mentors

Non-Voting Members Absent:

Daniel Chaim Pozzebon, UIUC/Krannert Center
Jonathan Meier, ITA Liaison
Sandra Zielinski, ISU School of Theatre Rep
Cyndee Brown, ISU Dept. of Theatre and Dance Rep
J.W. Morrisette, UIUC Department of Theatre Rep
Annaliisa Ahlmann, Assoc. Director of Box Office
Kristen Mackie, ITA President
Megan McCann, ISU Local Arrangements

- I. The meeting was called to order at 12:00 pm by Brian Alexander.
- II. Approval of March Minutes – Kurt Steinhauser and Alan Kimball contributed corrections. Sandra Smycz moved to accept the minutes as amended. Alan seconded the motion. Motion approved.
- III. Sub-Committee Reports
 - A. Executive Director – Brian Alexander reported.
 1. The design for the August postcards was displayed. Suggestions and corrections were made by the entire Committee.
 - a. Kurt asked how it would be possible to send the postcard via email because not all the current drama teacher names are available to the Committee.
 - b. In addition to sending postcards, Aimee-Lynn suggested using an email blast.
 2. Festival Program
 - a. Brian would like to mount at least the “Festival at a Glance” portion of the program on an app. Aimee-Lynn recommended a trial mini app for the schedule and run a survey for participant feedback after Festival.
 - b. Brian also recommended cutting the workshop and play descriptions completely out of the printed program and would only appear on the program app.
 - c. The plan is to have the program posted on line by December 8, no later than the 15.
 - d. “Festival at a Glance” will still be a pull out on color paper.
 - e. The key of symbols for types of workshops will remain the same in

- both printed and electronic program.
3. Opening Night Activities
 - a. Brian is trying to book Seth Rudetsky to do the Opening Ceremony and a master class. Rudetsky has a tentative conflict but will hopefully be able to do the Festival.
 - b. Any alternate suggestions would be appreciated.
 - B. All-State – Brian Alexander reported for the All-State director and producers since the down state audition for *Pippin* coincided with the meeting.
 1. Auditions - 150 actors, 43 technicians, 18 orchestra members applied to be part of the company. There is still a need for orchestra members: brass, woodwind, keyboard, and guitar.
 2. The audition process has gone almost completely green. Required forms were sent electronically.
 3. Actors Gymnasium has agreed to work with the production.
 4. The final Company budget is needed by the ITA board.
 - C. Play Selection – Sandra Smycz and Nathaniel Haywood reported.
 1. Sandra intends to reach out to region 6. It was suggested that Kate Motley would be a great contact person for the region.
 2. The subcommittee has created a draft of the revised responder’s form. It will be sent out to the Committee. The form will require an explanation after the recommendation. An optional comment space at the end of each section will also be added.
 3. There was a discussion on whether the critique should be sent to the director. No decision was made.
 4. Among many directors, there seems to be a misunderstanding of how and why shows are chosen. Kurt suggested putting the criteria in the packet with the tickets.
 5. Krannert has a policy for firearms and signage about strobe lights at Festival venues. These policies should be included in the play selection application and responder forms. Daniel Pozzebon will get a copy of it to Brian.
 4. It was suggested that Level 2 spaces be used for showcase spaces to bring more people down there. It was the consensus of the Committee that Level 2 stays a tech area. Tom Mitchell suggested putting banners for the Festival sponsors on Level 2 in the lobby.
 - D. Promotions – Michael Stephen reported.
 1. Michael reported that they have quotes from several companies. LaDonna Wilson recommended checking with Campus Sportswear.
 2. There was a question on the sponsorship for the monitor shirts. Aimee-Lynn will contact the vendors who sponsored them in the past.
 3. It was decided that Promotions not take preorders for merchandise.
 - E. Auditions – Alan Kimball and Marty Lynch reported.
 1. Alan is looking into power sources for the college reps’ laptops.
 2. There is a definite need for monitors to help into the tab-room.
 3. Alan wants to have a “Do List” of positive suggestions for the students a auditioning. He will send out an email to the Committee for their

- suggestions.
4. Stephen Larson has agreed to be the audition accompanist.
- F. Exhibits – Tom Skobel and Adam Miller reported.
1. It seems that “Baby Krannert,” a model of the center, will be in the lobby during Festival. This may lessen the already limited exhibit space.
 2. “No photos of minors” line will be added to exhibitor application form.
 4. Kurt has the old posters of previous Festivals that could create an historical collage. Terri Coifalo suggested that they could be put up in the Orchestra Rehearsal Room.
- G. Workshops – LaDonna Wilson and Christopher Thomas reported.
1. The workshop categories will be the same as last year. The Committee will also ask directors to reach out to their former students in the field to create additional workshops or panel discussions.
 2. Aimee-Lynn will check with Steve Jacobs about the preregistration of Tech Olympics.
 3. Nathaniel Haywood will look into seeing if Anthony Kosar will return.
 4. Tom Mitchell said he will look into an improv group from U. of I. for possible workshops.
 5. LaDonna will set up a template for signs that the monitors will create.
- H. Development – Aimee-Lynn Newlan reported.
1. Aimee-Lynn sent a link to the Committee page and asked all Committee members to bookmark it.
 2. Aimee-Lynn also presented a flyer and the letter to send out to advertisers and asked Committee members to peruse them and add any suggestion by July 15.
 3. Marty Lynch suggested contacting those involved with professional auditions to do workshops.
 4. Marty also requested that the ads be spread out throughout the program and possibly introducing a \$10.00 shout out message: congratulations, memories, etc.
 5. ITA will look into a vendor to sponsor the cost of the lanyards.
 6. Marty introduced looking into sponsorships for certain aspects of the Festival. She asked for any possible names to contact.
 7. Brian said that Open Ceremony and All-State should be increased by \$3,000.
 8. Aimee-Lynn reminded the Committee to shoot her an email about any gift or sponsorship obtained.
 9. Michelle Marquart contacted Champaign/Urbana Visitors Bureau about a sponsorship.
- I. Local Arrangements – Michelle Marquart reported.
1. Brian posed the question of the serving alcohol at the sponsor reception. Carmel DeStefano moved that all alcohol be cut from the sponsors’ reception. Seconded by Marty Lynch. Motion passed.
 2. It was reported that Illini EMT is on duty at all times. Tom Mitchell suggested having a trainer of sorts for the All-State rehearsal and performances.

3. Michelle sent the form and resume format for the online audition application to Alan Kimball.
 4. Receipts need to be submitted to Michelle within 30 days of purchase. Use the ITA or U of I tax exempt form.
 5. The Festival cannot include the parking fee with registration, and the office cannot sell them on site.
 - a. Tags are \$12.00 a day or a bagged meter is \$20.00. Michelle will include a check box on the application to determine how many tags would be needed.
 - b. Discussion about the parking for the tech crew occurred about whether bagged spots or tags should be used. No decision was made.
 6. The Chancellor is on hold to speak at the opening Ceremony, and Michelle will check on the program letter.
 - J. Mentors/Hospitality – Judy Swiger, although absent, requested coatracks in the hospitality room.
 - K. Student Representatives – David Mor
 1. David has already procured nine apartments for monitor housing.
 2. Biagi's Restaurant is setting up a banquet room for an evening gathering.
 3. Brian Alexander requested that one U of I monitor be assigned with ISU monitors.
 4. David would like to inform the volunteers via email before the Thursday meeting.
 5. He would also like to include a tour of the buildings during the Thursday meeting.
 6. There was no report on Friday Night Activities.
 7. Michelle Marquart requested that monitors be assigned to parking lot D9 to be sure the buses don't park there.
 - L. ISU Representative – No report
 - M. ITA Liaison – Aimee-Lynn Newlan reported.
 1. Aimee Lynn said that a responders' workshop might be included during the ITA Convention on Sept 13.
 2. The ITA Board is looking to fill the position of secretary.
 - N. Historian/Documentarian/Continuity – Kurt Steinhauser reported. He asked if there was anything he needed to do on the 40 Anniversary. Brian Alexander stated that there wasn't.
- IV. Budget Review –
- A. The budget has been revised. It is a zero balance.
 - B. RFFP – \$6, 325.75 has been set aside if needed.
- V. Proofread/Change Fall Web Postings
- A. ITA Letter – Brian is going to contact Dinah Barthelmess for the ITA letter.
 - B. Brian reminded the Committee that the important dates are listed on the

colored coded sheet that was handed out during the January meeting.
Aimee-Lynn will also have it posted on the Committee page.

- C. Brian has submitted the Executive Director letter.
- D. Michelle Marquart will compile the information for the student pages from the previously used copy.
- E. Aimee-Lynn will contact Steve Jacobs about setting everything up for the Tech Olympics.
- F. Alan Kimball will check and get any changes for the Audition application to Michelle this week.
- G. The Workshops letter and application form are updated.
- H. Play Selection forms are all completed except the responder's form.
- I. Aimee-Lynn and Michelle will check with the university on wording for the medical/media release form.
- J. Brian will contact Cyndee Brown on the information for Graduate credit.
- K. Michelle will take care of booking hotels for the Committee.
- L. Michelle asked everyone to check the Committee list for the appropriate contact information.
- M. Exhibits and Vendor forms are completed.
- N. Aimee-Lynn is working on the Development page.

VI. Future Meetings

- A. Sunday, September 14, 2014 – Maine East High School
- B. Saturday & Sunday, November 22-23, 2014 – U of I
 - 1. Play Selection and Workshops meet at 8:00 am
 - 2. Full Committee meets at 1:00 pm
- C. Wednesday, January 7, 2015 – U of I at 7:30 pm
- D. Thursday – Saturday, January 8-10, 2015 (Festival) – U of I
- E. Sunday, January 25, 2015 – Change over meeting – U of I

VII. Adjournment – LaDonna Wilson moved and Christopher Thomas seconded. Meeting adjourned at 4:31.

Respectfully submitted by,
Carmel DeStefano
Recording Secretary, Festival 2015