

44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL

Take flight

PLANNING COMMITTEE JUNE MEETING AGENDA

Sunday, September 9, 2018 @ 10:00 AM

Lunch will be provided

Voting Members in Attendance:

- Annaliisa Ahlman, Executive Director (2019)
- Nathaniel Haywood, Executive Director Emeritus (2018)
- Vic Pilolla, Secretary/Executive Director (2020)
- Tom Skobel & Katherine Apperson, Assoc. Directors of Workshops
- Dori Foster & Jessi Lim, Assoc. Directors of Promotions
- Andy Simon & Jason Stevens, Assoc. Directors of Exhibits
- Michelle Bayer & Clare McConville, Assoc. Directors of Auditions
- Mark Begovich & Joey Fitzpatrick, Assoc. Directors of Play Selection
- Teslen Sadowski & Michael Karrasch, Assoc. Directors of Technology
- Susan Gorman, All-State Director
- Karen Hall & Ryan Lambert, All-State Co-Producers
- Kurt Steinhauser, Historian /Documentarian
- Kevin Vernon, Assoc. Director of Development

Non-Voting Members in Attendance:

- Michael Vetere, ISU Dept. of Theatre and Dance Rep
- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Dylan Dewitt, Cody Rogers, Sarah Esparza, Madison Gillis, ISU Student Committee
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- Aimee-Lynn Newlan, ITA

Non-Voting Members Absent:

- Judy Swiger, Assoc. Director of Hospitality/Mentors
 - Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
 - Kevin Long, ITA President
 - Maddie Martín, UIUC Tech Coordinator
 - J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.
 - MacKenzie Sinta and Jackie Ovassapian, UIUC Student Committee
 - Tom Mitchell, U of I Dept. of Theatre Rep.
 - Lisa Lillig, Daniel Pozzebon, Molly Cornyn, UIUC Krannert Staff

- I. Introductions
 - A. Welcome

B. Discussion of absent folks and conference call

II. Approval of June Minutes

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

A. Executive Director

1. Festival Update -- inclusion, communication, ITA
2. Opening Performances -- confirm performance times
3. Reminders for registration -- numbers, schools, etc.
4. Discussion ISU & U of I faculty
5. Double check chronologies so that we can stay on track moving forward
6. Award Nominations -- please submit to Annaliisa by Nov. 1 for distribution and discussion at Thanksgiving meeting
 - a. Administrative Support
 - b. Extraordinary Contributions

B. Local Arrangements

1. Room arrangements and ideas for space usage
 - a. performance spaces
 - b. auditions
 - c. workshop spaces
2. Meals during Festival week
3. Current registration totals
4. Hotels for Committee for November and January
5. Representative from University to speak at Opening Ceremonies?
6. Review contents of arrival packets for:
 - a. teachers
 - b. vendors and colleges
 - c. workshop presenters

C. Play Selection

1. Update on current submissions
2. Talk through changes to this year's response process and verbiage
3. Update on facilities available for performances
4. Region 6 Inclusion Ideas
5. Race/ethnicity Inclusion Ideas
6. Limit on Production Additions to School Registration
7. Update to production requirements at Krannert and non-Krannert spaces
8. Do we need to solicit productions? A sponsor staged reading? Extend due date?
9. Play respondent sign up -- required for committee members!
10. Other?

D. Workshops

1. Update on official categories
2. Soliciting workshops -- workshops that can take flight.
 - a. Take a moment to call at least one workshop leader each
3. Update on Friday Night Activities/Improv?
4. Pre-registered workshops

- a. Tech Olympics -- details? Time could depend on other needs in the same space
- b. Other ideas?

E. Auditions

1. Update on room availability and facility needs
2. BA/BFA distinction -- update on conversations with colleges
3. Change labels in program?
4. Status of “permanent power strips”
5. Accompanist - yay!
6. Confirm monitor needs
7. Other?

F. Development

1. Update on program ads
2. Update on sponsorships (venues, etc.)
3. Corporate Sponsor involvement

G. All-State

1. First rehearsals debrief
2. Budget update
3. Design Update
4. Company Budget Update (if necessary)
5. Information on December “invited dress”
6. Parent reception?
7. Confirm performance times
8. Confirm orchestra pit needs
9. Confirm kill seats
10. Other?

H. Promotions

1. Examples/Images of products
2. Monitor / Tech Crew shirts (sponsored?)
3. Committee wear
4. Other?

I. Box Office / Ticketing

1. Date of ticket “party”
2. Status of ticket printing cost/location, etc.
3. Other?

J. Exhibits

1. Locations / Exhibit Space Layout
2. “Take Flight” Snapchat filter
3. Update on use/setup of passport raffle
4. Establish a cap for exhibitors?
5. Other Exhibit updates/changes?

K. Technology

1. Updates -- App, Social Media Wall, etc.

2. Status of spreadsheets and needs from sub-committees

L. Mentors/Hospitality – Progress Report

1. Plans for hospitality room?
2. Location
3. Round tables?
4. Ideas to further help new sponsors and ITA retention/involvement

M. ISU & UIUC Representatives

1. Monitor updates
2. Friday Night Activities
3. Confirm monitor numbers for each committee and total:
 - a. Swap desk, auditions, exhibits, promotion, workshops, house managers at non-Krannert spaces, others?

N. ITA Liaison & ITA Executive Director

1. Scholarship opportunities and needs
2. ITA Gala debrief
3. Other?

O. Historian/Documentarian/Continuity

P. Looking ahead....

1. Write and proofread emails that need to go out after November meeting
 - a. Workshop confirmations
 - b. Vendor and college confirmations
 - c. School registrations
2. November meeting confirmation
 - a. 17th -- 8:30am, play selection and workshops
 - b. 17th -- 12:30pm, full committee
 - c. 18th -- 9am, full committee
 - d. Everyone needs to be there!

IV. Future Meetings

1. Saturday & Sunday November 17-18, 2018 – UIUC
2. Sunday December 2, 2018 - Tech Meeting at UIUC
3. Wednesday January 9, 2019 - Meeting & Gather at UIUC (evening)
4. Thursday - Saturday January 10-12, 2019 - Theatre Fest, UIUC
5. Sunday January 27, 2019 - Changeover meeting, UIUC

V. Adjournment