

**PUTTING TOGETHER AN ALL-STATE
Tips, Tricks, and More...**

**Suggestions and Best Practices
After Trials, Errors, and Overall Successes**

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Note: Policy items in this document are denoted in italics and cannot be changed without ITA Board approval.

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ALL-STATE PERSONNEL

Policy: *All Illinois High School Theatre Festival Committee Members must be an ITA member (individual, life-time or organization) in order to hold and retain their Committee Membership. All Directors of shows (or Sponsors of student directed shows) applying to perform at Festival must also be ITA members in order for their production to be eligible for performance at Festival. This requirement applies to All-State Director and All-State Producer. Rationale: This idea is due to the fact that IHSTF is part of the ITA. Participants should be members.*

Policy: *The Festival Executive Director shall select the All-State Director. The following are suggestions for consideration:*

- *The All-State Director should not be from the same school as the Festival Executive Director.*
- *The All-State Director should have previously worked on an All-State production, part of the Festival Committee, and/or played a significant role in a Festival; this person then has a working knowledge of the All-State & Festival Experience.*
- *The Festival Executive Director should select a theme first; then the Festival Executive Director should work on selecting a director and a show that meets that vision.*
- *The All-State is NOT the Festival, just a component of the whole.*

Policy: *The Planning Committee registers but they do not have to pay the registration fee.*

All-State Director:

The All-State Director proposes show choices to the IHSTF Executive Director who has the final word on show approval. Both the Festival Planning Committee and the All-State Producer are chosen by the IHSTF Executive Director. Because the All-State Director and All-State Producer must work closely with one another, the All-State Director should have some say about the selection of the Producer. It might be an oversimplification but the Director is responsible for the artistic decisions and vision of the show. The Producer answers to the Festival Executive Director regarding the financial decisions involved in the show.

All-State Producer:

The role of Producer is quite large. Besides serving the Festival Executive Director, the Producer is a partner to the Director. But remember the first responsibility is to the serve Festival as a whole. Both the Director and Producer are on the Festival Planning Committee. The Producer also serves the All-State Production Staff, managing finances, coordinating all communications, and supervising all logistics of the production. (The Director is in charge of managing all of the artistic aspects of the show.)

It is important to note that the host University manages the Festival “Production” budget (once approved by the IHSTF Planning Committee and ITA Board of Directors). The ITA office manages the “Company” budget. The Producer is expected to maintain communications with both the University and ITA office, approving all All-State expenditures before they are paid from the correct budget.

As the key communications facilitator, the Producer is the point person between the All-State Company and the All-State Production Staff, and between the All-State Production Staff and the host University for confirming schedules and available resources.

It is also the Producer’s responsibility to oversee all aspects of daily set-up and clean-up, and that cast and staff are where they need to be at all times. Therefore, the Producer should be the first in and last out, always.

The Producer is in charge with the Director. Unlike some school environments, the All-State production has added the position of Producer to its roster to ensure that all involved operate on a professional level. The Producer is there to make sure things happen on time, and to look at the big picture; the All-State is part, not the only aspect, of the Festival.

All-State Director of Local Arrangements:

Job Description: To assist in any manner the All-State Producer and production with any logistical matter in dealing with having 75-100 people for a week at the sight of the performance/Festival. This includes food, housing and transportation arrangements as well as any unforeseen situations that may occur for the cast, crew, and production staff.

The local arrangement person is to assist the Producer of the All-State production, **not** to make decisions for him. Any arrangements made **MUST** have the approval of the All-State Producer.

The Local Arrangements person is a central state person who helps coordinate your resources near the host university. The LA Person is not just for the All-State. They often have to help the entire Festival Committee.

The responsibilities of this position vary from show to show; however, some typical tasks include:

- Coordinate All-State Activities – Work with Producer to coordinate meals, housing, leisure activities, etc. during Festival week and/or at the performance venue site
- Obtain resources (when needed): i.e. musical instruments
- Meet with University/ Theatre Officials (when Producer cannot attend)
- Act as a “runner” during Festival week
- Provide additional support by answering questions of a local nature
- Arrange discounts/donations/etc.

In addition, at ISU, to save money meals have been served in Cook Hall Monday-Thursday.

ITA Executive Director/Office

The ITA Executive Director is a valuable resource to you and will be collecting funds for the “Company Expense Budget.” Review the “Procedures for Raising Money or Securing Funds for an ITA Event” (Appendix A) and “Financial Guidelines for the All-State Producer” (Appendix B) documents and keep in close contact with the ITA Executive Director and Board Treasurer. The ITA office will also maintain the All-State section of the IHSTF website. The Producer is welcome and encouraged to submit ideas for that section.

All-State Production Staff

The recruiting and selection of the production staff is the responsibility of the All-State Director. The scope and size of the production staff depends on the requirements of the show. However, every additional member of the production team adds costs for lodging and production week food at the Festival. **Care should be taken not to abuse the size of the production team as the costs are passed on to the students through their All-State Company participation fees.**

All-State Chaperones

All-State Chaperones are Illinois State University Theatre Education students who work with the All-State production. Their involvement can span from the All-State Auditions in May/June through the High School Festival.

There is a Lead Chaperone (or Chaperones) who is in charge of the ISU Chaperones. These folks may assist on rehearsal/build weekends. However, their responsibility is to serve as the Chaperones at the hotel during Festival Week and to be up at night so that the staff can sleep. During rehearsal weekends, they need to get to meet the students by Thanksgiving.

If you choose to use them during rehearsal weekends, remember they are not staff. They are partners in the process, but are still students. They want to be involved to learn and often can be great assets.

Policy: *The ITA Board recommends that a ratio of 1 University Student Chaperone for every 12 high school students involved in the production.*

In addition, the All-State Student Chaperones will NOT receive a separate honorarium. The Student Chaperones should receive meals and lodging when they participate in all All-State Activities and they should receive mileage compensation for their travel to All-State Activities.

All-State Staff Assistants (High School Student Positions)

On some shows Staff Assistants may be an asset. There is often an Assistant Director and Assistant Producer; they can do a variety of tasks. They have done videos, worked on the program, and a lot more. They have even served as swings for some shows. The Producer and the Director decide together if these positions are to be filled, and to define specific duties.

JULY/AUGUST
(17-18 months before Festival)

Selecting A Show:

The ITA has set-up certain suggestions as guides and recommendations:

- 1) The Festival Executive-Director Elect and the All-State Director select the show. There is no rule for type, size, etc.
- 2) The All-State production is only one aspect of the Festival; it should not drive all other decisions.
- 3) It is suggested that the theme for the Festival be decided first and then the All-State show should fit the theme to some capacity.

Tip: In practice, shows with fewer Company Members run more efficiently than productions with a large cast.

Musicals with large orchestras are difficult, because not enough musicians audition. (This is largely in part because the IMEA takes place in January – this is the “best of the best” in high school musicians. Also, we currently don’t actively solicit auditionees through music departments.)

The coordination of rides, schedules, housing, etc. is easier with a smaller Company. A good goal for the number of Company members (actors, technicians, musicians) is anywhere between 60-80 students.

Another factor to consider in selecting a show is whether or not the show has “name appeal.” Students and teachers tend to be more enthusiastic about better known shows, and are looking for a unique experience that they may not get at their home schools.

Before auditions begin, however, the Director and Festival Executive Director Elect need to agree on the maximum number of Company members who will be selected to participate.

Work with the All-State Director in making sure the rights to the show are available. Once done, communicate this information to the ITA Executive Director for approval. Once approval is given, the Producer may sign and send the contract. Note: The contract must have the ITA’s contact information listed as the main contact. Contact the ITA Executive Director for the correct “listing.” A copy of the contract is to be sent to both the ITA office and CS/C&I.

Show Announcement Process

Prepare announcement of next year's All-State production for the inside back cover of the Festival program booklet. This needs to be sent to the IHSTF Executive Director-Elect a week before the Thanksgiving Planning Committee meeting. (Consult with CS/C&I regarding how to properly submit the artwork.)

NOVEMBER
(14 months before performance)

Plan All-State Workshops

Submit Festival workshops for next year’s All-State. These are workshops the Producer and Director lead at the upcoming Festival to provide information about, and solicit talent for, the show. Typically, two workshops are scheduled (1 hour and 15 minutes each). To submit workshop information, follow the instructions posted on the “Present a Workshop” section of the Festival website: www.illinoistheatreifest.org.

Select Audition Dates and Locations

Work with the Director to determine locations and dates for the auditions. Realize that some sites may require a rental fee, movement/tuning of piano, etc. These are important considerations to factor in as you work on planning your budget. The Producer is encouraged to seek out spaces that are provided complimentary. Note: It is important to provide auditions in at least two locations: upstate, and central Illinois. For more details, see page 12.

DECEMBER

(13 months before the performance)

Create All-State Logo

Create, or delegate the creation of, an All-State logo to be used on printed materials, t-shirts, water bottles, etc. The logo can also be used on any correspondence relating to the All-State production, including the Audition Application Packets.

Recruit All-State Production Staff

Work with Director to begin developing a production staff. **Note:** The more production staff involved, the more expensive this becomes for the student. 2011 Festival costs per staff member were \$150 (food), \$438.35 (lodging), and \$12 (t-shirt).

Review “Company” Expense Philosophy

Begin thinking about budgetary implications of choices that need to be made. While the final All-State Company and Production Expense budgets are not due until February, it may be helpful to review the following guidelines and philosophy: *When one considers the cost of a typical week-long drama summer camp, the cost of being a member of the All-State Company (5 weekends and 1 production week) is substantially less considering the amount of time involved. Despite that fact, the ITA strives to keep costs for All-State Company Members low enough so that any student may participate. As a result, the Committee recommends that the All-State budget include only those expense items that are absolutely necessary.*

Review Typical “Company” Expenses

(cast, crew, staff, all-state chaperones, and orchestra if there is one)

Audition Expenses*

Judges lunches

Judges morning snacks

Rehearsal Weekend Expenses*

Meals for entire Company+

Water bottles for Company+

Snacks, Drinks for Company+

First Aid Supplies

Festival Week Expenses

Company+ t-shirt

Lodging (including continental breakfast) **

Transportation from hotel to campus, if necessary

Lunches and dinners for Company+

Snacks, water, and beverages for Company+

Cough drops, first aid supplies, etc.

Note: Krannert requires use of their approved vendor, which is more costly. At ISU, Bone Student Center requires use of approved vendor, but the Company has been able to go across the street (Cook Hall) Monday through Thursday.

General expenses

All-State Chaperone reimbursements (mileage – based on University’s current reimbursement rate)

Organizational items/office supplies

Entertainment/social activity expenses

* Use of space not requiring a rental fee is encouraged

** Typically 4 students to a room, 4 chaperones to a room, 1 staff member to a room

+ Company includes cast, orchestra, musicians, chaperones, and production staff

Review Typical “Production” Expenses

University space rental
University equipment rental
University tech staff
University house staff

Note: The length of rehearsal/crew time, and the number of performances has an impact on the cost of rental, and staffing.

Dumpster
Truck rental
Scenery
Costumes
Makeup
Wigs
Props
Lighting
Sound
Royalties, scripts, rental of orchestration
Accompanist
Percussion rental
Programs
Duplicating/postage
Director/miscellaneous expenses

JANUARY

(12 months before the performance)

Finalize Production Staff

Finalize production staff.

Attend Current IHSTF and Present All-State Workshops

Attend the current Illinois High School Theatre Festival and present All-State workshops.

Attend Festival Changeover Meeting (This is usually held the last Sunday of January.)

Get Inventory List from previous Producer.

Discuss with previous Director/Producer and ITA Executive Director any key relationships currently in place and how to continue fostering them (i.e.: Broadway Costumes, and HOTELS).

Work with the ITA Board Treasurer to obtain the All-State debit card and review “Financial Guidelines for All-State Producer” (Appendix B).

Staff Walk-Thru of Performance Venue

Conduct a staff walk-thru/meeting with the University to gain a better idea of the performance space/staff involved with the Festival.

Hold a preliminary designer discussion with University technical staff. At this meeting determine transportation needs of the set and if plans will meet safety standards of university. (For ease of meetings, you may utilize www.gotomeetings.com or doodle.com -- contact the ITA office for log in information).

Prepare for Auditions/Interviews

Work with Director in planning Auditions.

Discuss rehearsal/build schedules with the Director and Production Staff when putting together all schedules.

- Tip:** When determining audition dates, be sensitive to holidays (especially Jewish holidays).
- Tip:** Students tend to choose an audition based on date, rather than location.
- Tip:** For smaller, unknown shows auditions can be one day in central Illinois and one day upstate.
- Tip:** For larger, well-known shows, auditions should be scheduled one day in central Illinois and two days upstate.
- Tip:** There needs to be some form of a callback audition. Two options include:
- The same evening as auditions (works best if there are less than 175 auditionees).
 - Asking selected auditionees to come back on a different day (works best if there are more than 175 auditionees).

Audition Format:

- Students should be asked to prepare 90-seconds of a monologue (or two contrasting monologues), and 16 bars of a song (if auditioning for a musical).
- When scheduling auditionees, allow four minutes for each audition.

Tip: The Producer's primary concern is on scheduling – not casting.

Create Audition Packet/Forms

The audition packets must be presented to the Festival Planning Committee for approval before distribution or posting (at March meeting OR January changeover meeting if ready that early).

Audition Forms:

As technology has improved, the creation of an on-line audition registration process is expected. Work with the ITA Executive Director in creating the appropriate forms/procedures. The on-line registration process will include the following options as payment: credit card (offered on-line), or mailed in check (an "auto response" form will provide detailed instructions for sending in the check). No cash should be accepted.

Avoid accepting fax submissions, as info is often smudged and/or lost.

Items that need to be created and/or collected:

- Production Information Pages (Appendices C1-C5)
- Application Form (Appendix C6, C8 or C10) [includes principal approval signature]
- Teacher Recommendation Form (Appendix C7, C9 or C11)
- Resume (Samples on website)
- Medical Form (Appendix C12)
- Audition Fee (No cash, checks need time to clear, credit card offered option offered on-line)

Some directors ask for a photo of the auditionee, however a strong tip is to get the photo AT auditions. A current photo taken on the day of auditions makes it easier to remember each student and his/her audition. In addition, because many students send their school photos (often taken the previous September), the students look much different by the time of their audition.

Submit all audition information to the CS/C&I contact person two weeks prior to the March Planning Committee meeting. All audition information will be proofed at the March meeting, and posted on the Festival website in early April.

Crew Interviews:

- Students should be scheduled in five-ten minute slots (eight students per hour is a good guideline).
- Line the students up in the order they are scheduled.
- Explain whom s/he follows and give the folders (student information) to the Tech Director to call the kids in one at a time.

Orchestra Auditions:

- Tapes work best.
- If casting a pianist to also be the rehearsal pianist, conduct those auditions in-person and schedule them for a time that is convenient for both the Music and Vocal Director.
- There will most likely not be an adequate number of tapes/auditionees at the start. This is not uncommon.
- Work with the Music Director and the entire Festival Planning Committee to fill the remaining spots.
- It is not uncommon to still recruit orchestra members through September/October.

Staff Assistants:

These optional positions provide an invaluable educational experience for students. Schedule student interviews around lunch and/or dinner breaks to allow the Tech Director/Director/and Producer time to sit and chat one-on-one with students to see if they will be viable members of the team.

FEBRUARY

(11 months before the performance)

Royalties and Purchase/Rental of Scripts/Scores

Work with the CS/C&I to arrange for the payment of royalties and the ordering of scripts/scores. Note: at ISU, this can be paid earlier. If adding an invited dress rehearsal or any other “public performances,” additional royalties must be secured.

Set-Up Vendor List with CS/C&I

Provide a list of vendors with suggested amounts to the CS/C&I contact to obtain Purchase Orders.

Finalize Production Design

Work with the Director to finalize the production design.

Prepare Budgets for All-State “Company” and “Production” Expenses

Work with the Director, Festival Executive Director, ITA Executive Director, and the ITA Treasurer to create a budget for both the All-State “Production” and “Company” prior to the March Festival Planning Committee Meeting. In determining student participation fees, the cast and crew are to pay the same amount. Orchestra members should pay a different fee depending on the number of rehearsals attended and actual expenses. Submit to the CS/C&I contact. Note: Begin conversations with Sandi Zielinski (ISU Theatre Education Department) to determine approximately how many All-State Chaperones will be attending rehearsals and will need housing/transportation arrangements.

Secure All-State Company Hotel

Work with the All-State Director of Local Arrangements to secure a Company hotel. The hotel must provide continental breakfast and a location to hold Company meetings. (If a hotel has shuttle services available to transfer students to/from the performance space, this is a bonus). Discuss with the All-State Producer (from two years ago) and the CS/C&I contact key relationships with existing hotels.

Tip: Due to a high demand of room requests for hotels from other schools attending the Festival, it is strongly advised to make reservations with a hotel as soon as possible.

Determine Shuttle Needs

Determine transportation needs between hotel and All-State performance venue. Many times a hotel shuttle service is available and can be negotiated. Procedure: *Student travel in his own vehicle shall not be permitted while the Company is in residence at the hotel.*

Make Initial Contacts for Production Week Food/Catering

Discuss with the previous All-State Producer (from two years ago) and the CS/C&I contact any key relationships with existing caterers. Work with the All-State Director of Local Arrangements to make initial contacts with potential caterers, and consider initial menu ideas/proposals.

MARCH

(10 months before the performance)

Spring Planning Committee Meeting

Attend Spring Planning Committee Meeting

- The production budget and the All-State Company expense budget will be discussed, adjusted, and approved.
- Proof all on-line audition materials at the Spring Planning Committee Meeting.

Seek Sponsorships/In-kind Donations

Seek sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the “Procedures for Raising Money or Securing Funds for an ITA Event” (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

APRIL

(9 months before the performance)

Explore Contract Options for Festival Week Housing, Catering, and Transportation

Explore contract options for Festival week housing, catering, and transportation and discuss with both the IHSTF Executive Director and C&I/CS for approval. Once a contract has been signed, send a copy to the ITA office. Even though each University may pay for the catering bill out of the Festival account, it is still a Company expense; the Festival account must be reimbursed. Note: The contract must have the ITA’s contact information listed as the main contact. Contact the ITA Executive Director for the correct “listing.” A copy of the contract is to be sent to both the ITA office and CS/C&I.

Verify Posting of Audition Materials on IHSTF Website

Audition registration will be posted on-line within the first week of April. If it is not, contact the ITA Executive Director.

Begin Receiving All-State Applications/Recommendations

Begin receiving All-State applications/recommendations.

If a home school student applies, contact the Festival Executive Director immediately so that he/she can approve eligibility.

Tip: Creating Student Files

- When a student applies to audition/interview, immediately enter the student into an EXCEL database (if on-line process simply export to excel) and create a file folder for that student.
- Color code files
 - Manila for cast
 - Blue for crew
 - Yellow for orchestra
 - Red for incomplete applications
- Collect additional forms after a student is cast into the show.

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the “Procedures for Raising Money or Securing Funds for an ITA Event” (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

MAY

(8 months before the performance)

Create Audition Schedule:

Schedule students:

- 1) by date
- 2) by school (for carpooling purposes)

If it is a musical/movement show: schedule students into MORNING and AFTERNOON slots of about (3-4 hours). Divide the students then into two sub-groups. One group goes to dance while the group goes to acting/singing. Then reverse the groups.

Post Audition Schedule on IHSTF Website

Provide the ITA Executive Director with audition times for on-line posting (on the All-State page of the Festival website). Allow students at least one to two weeks to review this information (minimum).

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the “Procedures for Raising Money or Securing Funds for an ITA Event” (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

JUNE

(7 months before the performance)

Conduct Auditions

Conduct auditions (if not already done in May).

Tip: Audition Procedures

- Have students check-in 30-45 minutes before their scheduled audition times.
- At check-in, students turn in materials and are given nametags (see nametag section – page 18).
- To avoid noise and disruptions, ensure that the check-in area is not next to the audition area.
- Students may be split into groups (allow the production staff to determine the group break).
- Escort students to the audition area, handing off the students’ audition materials (in a folder) to the Director. At this point, the Producer’s main focus should be on keeping a timely schedule and maintaining a positive, professional atmosphere for all involved.
- Allow the directors to discuss the students’ audition privately. Once given notice by the directors, move students on and/or send them home.

Policy: *No one school may have more than seven students in the All-State Cast and Crew combined. The Illinois High School Theatre Festival will not limit the number of applicants from any one school.*

Rationale: A tough situation. Where do we start and stop? If the idea really is representing the State, then we need to limit the number of students from any one building being represented. We need to allow more than five cast and crew applicants from schools. If we cap it at ten in each area, can all ten be taken? This point allows growth, but still allows representation.

Announce All-State Company

Make casting decisions and provide a cast/production/crew/staff list to the ITA Executive Director for on-line posting on the All-State page of the IHSTF website.

Notify the NOs via e-mail. (Appendix E)

Tip: In the past, letters have been sent to school principals, theatre directors, music teachers, etc. to inform them about the students’ participation. This is optional.

Once decisions on the Company have been made, separate the folders of those who have been cast from those who have been declined. Save the declined auditionee information for future reference, if needed. Do not throw any applications away at this time.

Set Performance Dates and Times

Work with the Director and the Box Office Manager to set performance dates and times. Usually at UofI, the times are: Thursday (7:30 pm), Friday (3:00 pm and 7:30 pm), and Saturday (10:00 am and 2:00 pm). At ISU, the usual times are: Friday (3:00 pm and 7:30 pm), and Saturday (10:00 am and 2:00 pm). Note: These times may vary due to show length. (The Friday evening performance must finish so that audience members can get to 10:00 pm evening activities; the Friday afternoon time must allow sufficient dinner break between afternoon and evening show; the Saturday shows must allow for a sufficient lunch break between shows without running too late a delay in strike after the final show.)

Medical Release/Liability Forms

Make sure that all medical release/liability forms have been filled out properly for those who have been chosen to participate in the All-State production.

Attend IHSTF Planning Committee Meeting (2-day)

- Submit performance dates/times to Planning Committee for approval.
- Provide a copy of all All-State Company medical release forms to CS/C&I.

Send Welcome Packet to All-State Company Members

Work with the ITA Executive Director in sending out an official casting notice/welcome packet to those who have been chosen to be a part of the All-State Production. (Appendix D)

Suggestions for the Welcome Packet include:

- Producer's Greeting (Appendix D1)
- Director's Welcome Letter (Appendix D2)
- ITA Welcome Letter (Appendix D3)
- Producer's Questionnaire (Appendix D4)
- Invoice/Payment Procedures (Appendix D5)
- Contract (Appendix D6)

Refer to the deadline listed in the sample welcome packet to determine the appropriate amount of time needed to receive materials back from students.

Confirm Festival Week Schedule

Communicate with the University Technical Director, and the contact at CS/C&I to confirm load-in, rehearsal, and performance schedules during Festival week.

Order Water Bottles

Design began back in December on a show logo design to be used on a variety of items, including water bottles. At this time, order enough water bottles for the entire Company and a few more for to use as thank you gifts for select members of the Festival Committee, or others. You must have the bottles by the first rehearsal weekend; water bottles are a cost-saving factor so that you don't have to buy individual ones during the rehearsal weekends. The show logo is often used on the Company shirts, however a shirt design will often vary.

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the "Procedures for Raising Money or Securing Funds for an ITA Event" (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

JULY
(6 months before the performance)

Confirm Building/Space Availability

Confirm building/space availability at rehearsal build sites for each weekend.

Meet with Production Staff

Meet with Production staff as needed.

Tip: In an effort to save people from unnecessary travel, the ITA office has an account with GoToMeeting (an on-line meeting provider). Contact the ITA Executive Director for account information. Also, a helpful tool to determine availability from multiple people is www.doodle.com.

One item to be included on the agenda is to determine transportation needs for the transfer of the All-State set to the University.

Tip: This is typically costly – it is well worth the effort to solicit contributions and/or discounts. Sometimes a personal connection may be utilized – a staff or Company member may have access to a truck.

Set-Up “the Football”

Collect requested information from the All-State Company Welcome Packet. Create a File Box, which includes the original documents from each student. This box has been named “the football.” This box must be with the Producer at all rehearsals and always on-site.

Determine Housing/Hosting Assignments

Match those who need rehearsal/build weekend housing with families willing to host.

Determining appropriate housing assignments is extremely important and has to get figured out quickly. The larger the Company, the more challenging the task.

First, determine who needs housing. If a student has to drive more than sixty minutes one way, he should be offered a housing assignment.

Once housing needs are determined, utilize the Housing Form (Appendix G) to assist in choosing housing assignments. It is helpful to keep Company members together based on their assignments (cast members, crew, orchestra, etc.). More importantly...make every attempt to keep students from the same geographic area together in case they are carpooling. While most housing assignments are same gender, in some instances it is actually easier for the family to host the opposite gender; i.e. the daughter is away at college and they want to give that room to a girl. The Housing Form allows parents to determine who/what gender they can host. Once housing assignments have been made, send the appropriate information to each of the hosts.

Create Additional Medical/Liability Binders

Create a binder of copies of student, staff, and Chaperone medical release forms (in alphabetical order, by last name) and distribute to each of the following: Producer, Technical Director, Orchestra Conductor, Choreographer, ITA Executive Director, and two additional ones to have on-site. Refile original medical forms and keep with Producer.

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the “Procedures for Raising Money or Securing Funds for an ITA Event” (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

AUGUST
(5 months before the performance)

Create Medical Supply Kit

Create Box/Boxes of medical supplies to have on site at all rehearsals, build week, and performances. This includes and is not limited to: Band-Aids, Ice Packs, Tweezers, Anti-Bacterial; Kleenex; Ace Bandages, Aspirin, Ibuprofen, Midol, Sanitary Products, Cough Drops, Antacids, Vitamin C Drops, Healthy Teas, and more. Include as much variety as possible. Restock every weekend.

Nametags

It is strongly suggested to have pre-printed nametags available at each check-in.

Tip: Do not purchase the nametags for printing. Get large shipping labels instead. These are actually the same size, and much cheaper.

Tip: Prior to each Rehearsal Weekend, print one copy of all labels on regular paper, then run sets for each day through a copier (the labels print on copiers, too). This will ensure you have labels pre-made for the entire weekend -- a time and ink saver.

Finalize Number of Hotel Rooms

By this time the Producer should already have worked with the Festival CS/C&I, Festival Executive Director, and All-State Director of Local Arrangements to select the official hotel.

At this point, the specific number of rooms needed should be known. Note: 1) Staff members get their own rooms. 2) One room is needed for the male chaperones. 3) One room is needed for the female chaperones. 4) Student assignments are as follows: Add up the number males and females separately and divide each total by 4 to get the room counts for males and females. It is often the case where crew, orchestra, and casts have to merge. Add up all of these rooms and then add 1 for emergencies. If there are unfilled Company slots - add 4 rooms (2 for each gender); these rooms can be released after the Company is completely finalized. That now gives the maximum number of rooms needed. In addition, figure out a draft shuttle schedule for rehearsals. This part starts usually on Day 2 because the students drive to the theatre first and then leave their cars. The shuttle ends on the Friday night because kids drive to the theatre and depart/are dismissed from there.

Next, check with staff members and get an estimate on hotel rooms that they may need for their students/schools. Add that into the total to see if the hotel is overbooked. If it is, go back to the staff members and discuss how many rooms are available and how one school or two may have to stay at another hotel.

If the hotel still has available rooms, let the Festival Executive Director know so that s/he can use those additional rooms at the hotel for VIPs and/or workshop presenters.

Create meal plans for Festival Week and obtain contracts with the various food services. Pay careful attention to students' special needs, including any allergy alerts and/or vegetarian options. Communicate to students that all Vegan requirements may not be met.

Contact the ITA Executive Director to determine who will be signing the food service contracts (either the ITA office or CS/C&I).

For food planning during Rehearsal Weekends, see the section on food and menus (page 19).

Social Media

Speak with the ITA Executive Director about options to either set-up a Facebook Page, utilize a private page on the Festival website, or some other form of Social Media for "All-State Company Members only" correspondence.

Plan and Communicate Schedule for First Rehearsal/Build Weekend

Work with the Director to schedule the first Rehearsal Weekend. Distribute this schedule to all staff.

Tip:

- Allow 45 minutes for lunch and 45-60 minutes for dinner.
- Schedule 15-minute meetings at the start of the day and at the end of the day in order to share pertinent information with the entire Company.
- Promote team-building throughout the entire Company (cast, technical crew, musicians, etc.)
- Assist in the coordination of all rehearsal schedules, ensuring that the Director, Technical Director, and Orchestra Conductor are aware of each other's time needs. All scheduling should be communicated to the cast/crew by the Producer.

Note: The first weekend can sometimes be tricky to coordinate, which is why the Producer and Director work together in creating the schedule. This collaboration sets a professional tone and expectations for future rehearsals. For remaining rehearsal weekends, the entire team can be a part of the scheduling process, if desired.

Send an e-mail to cast and crew about the Rehearsal/Build Schedule.

Send an e-mail to parents about the Rehearsal/Build Schedule. Include any information they may need to know about the All-State process, including the ticket policy. Check with the Box Office Manager about specific times for parents/guests to pick up their tickets. (See "Sample Ticket Order Letter" Appendix J.)

Communicate with All-State Staff Assistants (if applicable) to clarify duties.

Confirm with the two lead All-State Chaperones from ISU which All-State Chaperones will be attending rehearsals, and will need housing/transportation arrangements.

Plan Meals for First Rehearsal/Build Weekend

The Producer has the task of coordinating all meals while keeping the costs down for the Company. One great way to do this is by securing donations and/or discounts for meals. Be sure to refer to the "Procedures for Raising Money or Securing Funds for an ITA Event" (Appendix A).

Tip: Great rates and prices can often be negotiated with local businesses. For example, a caterer previously used for a staff member's school events might be willing to offer some incentives for discounts. Then, visit other local businesses to secure donations to cover the cost of those meals. On more than one occasion a local real estate company offered to buy a dinner. School booster clubs have also proven effective in providing donations for meals.

Tip: Keep your eyes open for sales on such items as soda and stock up for a few weekends at a time. Use Costco (or other) coupons often and again stock up. (The ITA has a membership at Costco. Contact the ITA Executive Director to obtain a membership card. If the Producer wishes to join other "clubs" offering discounts, he/she must contact the ITA office for assistance.)

Tip: Contact vendors directly for donations. One year's All-State production received free Pepsi products. Other productions have received cases of Clif Bars. These were solicited by sending a request via letter (Appendix I).

Be sure to carefully track the amount and types of contributions received and the actual expenses. At some point prior to the Thanksgiving meeting, the Company expense budget needs to be compared to actual expenses and contributions to determine if the students' final payment of their participation fee can be reduced. Meet with the ITA Executive Director and Board Treasurer to discuss whether this can be possible or not. In the event that the fee can be reduced, and a student has already paid his full participation fee, a refund will be issued by the ITA office.

Consider the following number of meals to be served:

August: The number of meals varies – (depends on the actual number of days selected for rehearsal/build)

September: 3 lunches and 2 dinners and snacks

October: 3 lunches and 2 dinners and snacks

November: 2 lunches and 2 dinners and snacks

December: 2 lunches and 2 dinners and snacks
(plus whatever extra meals are needed; i.e. Costume Crew dinner on Friday and Tech Loaders lunch on Monday of production week)

Tip: Figure out if there is a place to store leftovers. Generally the school's kitchen food safety rules will not allow you to use the cafeteria, or even store leftovers in the kitchen. If you do find a place to store leftovers, however, plan meals early in the weekend that are able to be put out as leftovers on the next day or two.

Other Considerations:

Breakfast Students are expected to eat breakfast prior to arriving at rehearsals. Provide coffee for staff.

Snacks Always stock a snack table on the first day of the weekend; all items provided should be "grab and go." Snack tips:

- Fruit (apples last longest; bananas are also a good choice; oranges take too much time to peel/eat and leave a mess)
- Pretzels (get the UTZ- tubs)
- Granola/Trail Mix Bars
- Pot of hot water and a variety of teas (include sugar and sweetener and lemon)
- Candy that does not melt or is not too small (Twizzler's are ideal)
- Always have a bottle of anti-bacterial lotion (i.e. Purel)
- Avoid messy items (Cheese Puffs once caused a problem with orange stains appearing on the set)

Tip: It may be helpful to create a chart outlining a meal plan:

<u>September</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>
Lunch	Pizza	Build Sandwiches	Pizza
Dinner	Fried Chicken*/ Sides	Pasta/ Salad	xxx

<u>October</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>
Lunch	Build Sandwiches	Pizza	Taco Bell
Dinner	Pasta	Panda Express	xxx

*Vegetarian option was also provided

Tips:

- Provide a dessert at every meal.
- On days when pizza is served, have fruit cups and vegetable sticks available (be health conscious)
- Sodas/Iced Tea/Lemonade are to only be put out at meal times.
- Looking at the above chart, note that the extra chicken lasted all weekend (stored leftovers in a refrigerator).
- Do not serve pizza & pasta on the same day.
- When ordering pizza, only order cheese. (Everyone eats cheese without complaining.) Costco and Sam's Club have great Pizza deals - just give them several days notice.
- Panda Express also offers great deals! Order Orange Chicken and Vegetarian Egg Rolls (meat and veggie option).
- Taco Bell is also enjoyed by the students, and is easy to order. Stick to bean burritos and tacos.

Hold First Rehearsal/Build Weekend

Hold First rehearsal/build weekend (if applicable).

Verify that all student files are complete, and that all information has been received.

Confirm that current housing assignments are working and will be available for the next month.

Remind students of scholarship opportunities through the Clif Aldridge Scholarship fund. Note: Contact ITA's Executive Director to obtain copies of the scholarship application. A maximum of two full scholarships, or the equivalent thereof, are awarded each year. Encourage students to seek out additional sources of funding, as mentioned in the original Welcome Packet.

College/University Auditions

Inform All-State Company Members about the college audition process and provide instructions and code for on-line registration. Determine who will be auditioning and create a list (to be turned in at the September Planning Committee Meeting).

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the "Procedures for Raising Money or Securing Funds for an ITA Event" (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

SEPTEMBER

(4 months before the performance)

Plan and Communicate Schedule for Second Rehearsal/Build Weekend

See page 19.

Plan Meals for Second Rehearsal/Build Weekend

See page 19.

Hold Second Rehearsal/Build Weekend

See above.

Confirm that current housing assignments are working and will be available for the next month.

Get students' class schedules.

Distribute a "Grade Check Form" to be returned in October (Appendix F).

Remind Company that ticket orders must be turned in by November.

Policy: *Students are allowed no more than four tickets each. Staff members are allotted no more than eight tickets each (Appendix J).*

Remind students of scholarship opportunities through the Clif Aldridge Scholarship fund.

Student Productions

Optional: Set-up a database for students' home school shows (everyone likes to see as many as possible). Share that database with everyone.

Order Make-up Kits

Order make-up kits/shoes, if the show requires it. (Work w/the ITA office re: the invoicing and collection of money for these items.)

Survey Staff for Extra Night Housing Needs

Survey the Staff and Company to determine needs for an extra night's housing (Sunday evening before tech, and/or Saturday evening after strike). Note: This request originally came from parents who did not want kids to have to drive so late at night or early in the morning. In arranging additional housing, share with the parents that these are "unchaperoned" nights and there must be someone at least 18 years of age present. Note: Students are to confirm the hotel reservation (with a credit card) and pay for the additional night(s) on their own. This applies to Staff as well.

Tip: To avoid "clutter" on the final day of checkout, inform students that they may confirm their additional Saturday night room reservation anytime during Festival week.

Attend the September Planning Committee Meeting

Seek out Play Respondent opportunities (if available).

Determine which seats will need to be "killed" (not available) for Festival performances.

Provide list of students planning to participate in college auditions to the Assoc. Directors of Auditions.

Be prepared to discuss ushers for the show. Will there be tech students available for this service or not?

Attend the ITA's Annual Meeting

Attend the ITA's Annual Meeting (exact dates/times tba).

Public Relations

Work with the ITA office to send press releases out to students' local newspapers and schools.

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the "Procedures for Raising Money or Securing Funds for an ITA Event" (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

OCTOBER

(3 months before the performance)

Plan and Communicate Schedule for Third Rehearsal/Build Weekend

See page 19.

Plan Meals for Third Rehearsal/Build Weekend

See page 19.

Hold Third Rehearsal/Build Weekend

See page 21.

Confirm that current housing assignments are working and will be available for the next month.

Remind Company that ticket orders must be turned in by the November rehearsal.

Collect "Grade Check Form" (Appendix F) and set up a plan to remove students if there are problems. Students must be passing (Ds) in at least four classes. This requirement follows IHSA guidelines. Any student with any Fs and/or more than 1 D shall be considered in "problem status." The Producer is the one to enforce this rule.

Tip: If a student is in jeopardy, inform the Director to come up with a back-up plan; give the student until November 1st to turn his/her grades around and then get an updated grade sheet. If grades continue to be a problem, that student must immediately be dismissed from the Company.

Order All-State Company T-Shirts

Create a design for the All-State Company t-shirt. Determine what additional “swag,” if any, shall be made available for All-State Company members (sweatshirts, hoodies, etc.). While additional swag has been offered to some All-State Companies, this is not a requirement. Note: Company t-shirts are included in the students’ participation fee. Any additional “swag” must be paid for separately by the students. The ITA office is in charge of invoicing the students for any additional swag, and collecting all money. Discuss with the ITA office appropriate procedures for placing the orders of additional swag.

Between the October and November weekends, place order for all “swag.” Order a few extra t-shirts for “thank you” presents (the Festival Executive Director, Broadway Costumes; ITA Office; ITA President, etc.)

Prepare Copy for Festival Program

Prepare copy for the Festival booklet – typically two pages, includes production staff, Company members, and show information. (See last year’s Festival program as a reference). Turn this in to CS/C&I by November 15th.

Prepare Copy for All-State Program

Prepare copy for the All-State program. (See copies of previous years’ programs as a reference; the IHSTF Historian has copies of these.) Send draft of program to the ITA Executive Director, 2nd Vice President and IHSTF Executive Director for approval. Once approved, send the program to print.

Tips:

- The Producer is responsible for the planning of the program layout.
- Program design varies from show to show.
- Discuss with the Director the type of program that best represents the show.
- Be aware of budgeted expenses for the creation/printing of the program.
- For musicals, include synopsis and listing of songs.
- Use appropriate verbiage to acknowledge licensing agreement (“Produced by special...”).
- There is to be no advertising in the program, unless there is one specific contributor who has funded the expense of the entire program. In this instance, that contributor may receive up to a full page ad in the program.
- Include an acknowledgements section (special thanks and donations) – forward this list to the ITA Executive Director for review.
- CS/C&I can assist with the printing of the program if desired, but it may be easier for the Producer to find his/her own printing company. This is an area where discounts/in-kind donations are helpful.

Finalize January Schedule for Production Week

Finalize the January schedule for production week (include load-in, tech calls, shuttle times, rehearsal times, meal breaks, performance call times, performance times, strike, etc.). Provide CS/C & I with the above schedule for forwarding to the University tech staff.

Hotel Rooming Assignments

Between the October and November weekend, assign Company members, Staff, and Chaperones to hotel rooms. Do not have the students choose their own rooms.

Tips:

- If rooms are going to be split onto different levels, put production staff on one level with the Director, and the students on the other level with the All-State Chaperones and the Producer.
- Get a map of the hotel rooms and assign the students and Staff to specific rooms.

Seek Sponsorships/In-kind Donations

Continue seeking sponsorships/in-kind donations both for the show and individual student costs. Get **all** donations in writing and maintain the relationship throughout the year. Note: This is an on-going process. Refer to the “Procedures for Raising Money or Securing Funds for an ITA Event” (Appendix A). Also, see the Sample Contribution Letter for further guidance (Appendix I).

NOVEMBER
(2 months before the performance)

Plan and Communicate Schedule for Fourth Rehearsal/Build Weekend

See page 19.

Plan Meals for Fourth Rehearsal/Build Weekend

See page 19.

Hold Fourth Rehearsal/Build Weekend

See page 21.

Confirm that current housing assignments are working and will be available for the next month.

Collect ticket orders from the students and Staff.

Inform students of their rooming assignments and send the rooming chart to the hotel. Also, give students a packing list specific for the production and communicate that “room essentials” like humidifiers are only one to a room, and that no gaming systems are allowed.

Determine who will need rides to the Festival.

Production Expense Budget Update

Provide a production expense report (budget vs. actual) to the technical staff so they are aware of how much money is left in their particular line items of the budget.

Submit Final Tech Plans to All-State Venue Technical Director

Submit final drawings (set design, lighting plots, etc.) to the All-State Venue Technical Director.

Attend November Planning Committee Meeting

Attend a portion of the November Planning Committee meeting via conference call. (Select a time to call-in on both Friday and Saturday.)

Confirm that All-State students are scheduled for college auditions in the first slots of the day.

Determine Final Installment Amount for Participation Fee

Schedule a conference call with the ITA Executive Director and Board Treasurer during the Thanksgiving Weekend Planning Committee Meeting to discuss the Company expense budget, and whether or not the students’ final installment payment of their participation fee will be reduced. In the event that the fee can be reduced, and a student has already paid his full participation fee, a refund will be issued by the ITA office.

Order Plaques

Between November and December, order plaques (through CS/C&I) for the following: Director, Technical Director, Producer, and any other key staff (optional). Provide CS/C&I with the exact engraving information (correct spelling of names). Prior to ordering, discuss with the contact at CS/C&I the amount budgeted to purchase plaques (this expense is taken from the Festival budget.) Orders must be placed prior to the first Sunday in December.

DECEMBER
(1 month before the performance)

Plan and Communicate Schedule for Fifth Rehearsal/Build Weekend

See page 19.

Plan Meals for Fifth Rehearsal/Build Weekend

See page 19.

Hold Fifth Rehearsal/Build Weekend

See page 21.

Load truck with set.

Make sure everyone has a ride to Festival.

Remind students when and where their guests are to pick up their tickets.

Prepare Ticket Envelopes for Ticketing Party

Prepare ticket envelopes for each student with the attendees' names and requested number of tickets. These envelopes need to go to the Festival Box Office Manager prior to the ticketing "party" (usually held the week between Christmas and New Years Day). The Producer (or Director, if Producer is unable to) is encouraged to attend this party, as many questions regarding the All-State production are often asked.

Finalize Shuttle Schedule

Finalize Tech Week Shuttle Schedule (between hotel and the theatre).

Confirm All-State Program Delivery

Confirm delivery of All-State programs.

Confirm All-State Swag/T-Shirt Delivery

Confirm delivery of All-State swag/t-shirts.

Resolve Parking Issues

Discuss with CS/C&I how parking passes for Staff and All-State chaperones will be determined and distributed.

Preparation for Load-In

Make sure that plans are clearly organized and communicated to all involved for load-in. Plan to have essentials as needed, including: office supplies, extra food, and water bottles.

Preparation for Tech Week

Between December and Tech week, meet/chat with the Director of All-State Local Arrangements to clarify the duties of Festival Tech Week.

Make sure both the University and production staff members understand the tech week schedules.

Preparation for Strike

Make sure that a dumpster has been arranged for strike (communicate with CS/C&I, and the Director of All-State Local Arrangements to determine who will take this on).

JANUARY
Production Week

Typical Festival Week Schedulee

Breaks for lunch/dinner depend on the show (length/type/etc.) Always arrange a shuttle schedule so that everyone is at the theatre and working by 9:00am and that they are exiting the theatre at 9:00pm. It is the Producer's responsibility to arrange any changes to schedule/overtime. Note that the Company and staff are permitted to be in the theatre later than 9:00pm, but there will be extra fees charged. Pay careful attention to the schedule. Do not allow the production staff to change times on their own.

<u>Illinois State University Schedule</u>		
Monday:	9:00am 6:00pm 9:00pm	Crew Reports Cast & Orchestra Report Back to Hotel
Tuesday:	9:00am-9:00pm	Work
Wednesday:	9:00am-9:00pm	Work
Note: Monday thru Thursday meals are served in Cook Hall. The Producer, Director of All-State Local Arrangements, and All-State Chaperones typically assist with the setting up of the "dining" room.		
Thursday:	9:00am-2:30pm 5:30pm-6:00pm	Work Students Attend College Audition Meeting
Note: The theatre must be vacated at 2:30pm for the set-up of Opening Ceremonies. The Company may go over to Cook Hall to continue rehearsal. At 6:00pm, the Company attends the first Opening Ceremony and does a "Walk Across" for the 2 nd performance (8:30pm).		
Friday:	8:00am-11:00am 10:00am AFTERNOON EVENING	College Auditions Everyone Else Starts Work in the Theatre First Performance Second Performance
Saturday:	MORNING AFTERNOON Post-Show	Third Performance Fourth Performance Strike

<u>University of Illinois Schedule</u>		
Monday:	9:00am 6:00pm 9:00pm	Cast & Crew Reports Orchestra Reports Back to Hotel
Tuesday:	9:00am-9:00pm	Work
Wednesday:	9:00am-9:00pm	Work
Thursday:	9:00am-4:30pm 5:30pm-6:00pm 6:00pm EVENING	Work Students Attend College Audition Meeting Walk Across the 1 st Opening Performance (optional) First performance
Friday:	8:00am-11:00am 10:00am AFTERNOON EVENING	College Auditions Everyone Else Starts Work in the Theatre Second Performance Third Performance
Saturday:	MORNING AFTERNOON Post-Show	Fourth Performance Fifth Performance Strike

Responsibilities for Monday:

Check people in at the THEATRE. Make sure everyone has arrived safely.

Distribute parking passes to staff (for UofI only), and make sure students that have driven their own vehicles are parked legally.

Confirm that all food is on schedule for the week.

Keep everyone on schedule and communicate any schedule changes to all involved.

Verify with the University Technical Director when the Fire Marshall is coming for an inspection. The Producer remains with the Fire Marshall during this inspection.

Work on ride share from the theatre to the hotel for kids who were dropped off there. Assign people to cars. This shuttling is a bit confusing and needs to be worked out by you in advance.

Set-up a dressing room as a Company Office that can be used as “home base.

Determine/make any last-minute purchases or pick-ups.

Meet with CS/C&I to discuss any anticipated problems, and confirm that everything is on schedule.

Work out logistics for the delivery of the All-State program. (Programs should be delivered to the Registration Desk/Headquarters.)

In the afternoon, go to the hotel with the All-State Chaperones and officially check-in. Pick up keys for each room. Obtain a map of the hotel and familiarize the All-State Chaperones with the hotel layout (do an actual walk-thru). Provide the Chaperones with the rooming assignment charts. Visit the meeting space in the hotel to make sure it is available and ready to go. (This will be the location for each night’s Company Meeting).

Discuss food arrangements with CS/C&I and personnel on site.

Pick-up items for goodie bags (fruit/snacks/Vitamin C drops/etc.) and ask the All-State Chaperones to assemble these each night and distribute them to the students every morning.

While having dinner with the staff, discuss specifics of the next day’s schedule. Communicate this schedule to the All-State Chaperones.

At the end of rehearsal, send the Company to the hotel, instructing them to assemble in the meeting location. Once there, make sure everyone is accounted for.

Hold a Company Meeting before students turn in to their rooms. Distribute keys and provide hotel logistics. Discuss specifics of the schedule for the next day. Turn the meeting over to the All-State Chaperones, who will explain room check-in times and collect car keys. These should be kept in a small, sealed envelope with the student’s name on it. All keys are to be kept in either the Producer’s or Director’s room.

Ask students if they have forgotten anything that needs to be purchased that evening. Either the Producer or one of the Chaperones may do a last-minute shopping run.

Meet with staff, debriefing on the day’s activities.

Pay for first installment of hotel bill. (Note: The Company debit card has a maximum of \$10,000 expenses per day. It is helpful if the hotel bill is paid in increments. This can be done daily, or spread out as the Producer sees fit.)

Responsibilities for Tuesday:

Ask All-State Chaperones if there were any problems encountered overnight. Work to resolve those problems, if any.

Make sure that everyone reports to the theatre on time.

Check-in with key staff and All-State Chaperones – ask if they need anything.

Confirm that all food is on schedule for the week.

Keep everyone on schedule and communicate any schedule changes to all involved.

Pick-up Swag (Company t-shirts and extra items, if ordered).

Confirm that the dumpster has been ordered for Strike.

Take care of any last-minute Company thank you gifts. Gifts have sometimes been given to All-State Chaperones, Staff Assistants, etc. The “gift” can be a simple “thank you,” or an item purchased (through the collection of individuals’ money; not the Company debit card.) Note: These gifts are not a part of the Company expense budget. Past gifts include a hat, book, mousepad, company picture in frame, small gift card, etc.

In the afternoon, pick-up items for goodie bags (fruit/snacks/Vitamin C drops/etc.). Remind the All-State Chaperones to assemble these each night and distribute them to the students every morning. All-State Chaperones or the All-State Director of Local Arrangements can also be delegated to pick up these items.

While having dinner with the staff, discuss specifics of the next day’s schedule. Communicate this schedule to the All-State Chaperones.

At the end of rehearsal, send the Company to the hotel, instructing them to assemble in the meeting location. Once there, make sure everyone is accounted for.

Hold a Company Meeting before students turn in to their rooms. Discuss specifics of the next day’s schedule. Pass out SWAG, if any. Remind students to confirm their extra night’s room (if applicable) anytime during the week, but to avoid doing this on the last day of “check-out.”

Tuesday night is typically “Pizza Night.” Work with All-State Chaperones to coordinate specific room orders and payments (the Chaperones place the order for everyone who wants one; they collect the money to pay for it; and meet the delivery driver. This saves the pizza place from getting multiple calls).

Provide students an opportunity to work on their college auditions/interviews for the next day. Give feedback, if appropriate. Keep in mind that if Chaperones assist in this process, they are college students who may not have experience working directly with high school students. Provide as much guidance as possible, as not all Chaperone feedback may be helpful.

Meet with staff, debriefing on the day’s activities.

Pay installment of hotel bill. (Note: The Company debit card has a maximum of \$10,000 expenses per day. It is helpful if the hotel bill is paid in increments. This can be done daily, or spread out as the Producer sees fit.)

If there is extra staff that will be used as ushers for All-State performances, provide training.

Responsibilities for Wednesday:

Ask All-State Chaperones if there were any problems encountered overnight. Work to resolve those problems, if any.

Make sure that everyone reports to the theatre on time.

Check-in with key staff and All-State Chaperones – ask if they need anything.

Confirm that all food is on schedule for the week.

Keep everyone on schedule and communicate any schedule changes to all involved.

In the afternoon, pick-up items for goodie bags (fruit/snacks/Vitamin C drops/etc.). Remind the All-State Chaperones to assemble these each night and distribute them to the students every morning. All-State Chaperones or the All-State Director of Local Arrangements can also be delegated to pick up these items.

While having dinner with the staff, discuss specifics of the next day's schedule. Communicate this schedule to the All-State Chaperones.

Attend the Festival Planning Committee meeting on Wednesday (8:00pm).

Verify all logistics for the Opening Ceremony and Walk-Across.

Pick-up the All-State registration box (contains Festival programs, nametags, lanyards, etc.). Note: Students will need their nametags starting on Thursday.

At the end of rehearsal, send the Company to the hotel, instructing them to assemble in the meeting location. Once there, make sure everyone is accounted for.

Hold a Company Meeting before students turn in to their rooms. Discuss specifics of the next day's schedule. Pass out SWAG (if not done the previous night). Order pizzas (follow procedures as listed on page 28). Remind students to confirm their extra night's room (if applicable) anytime during the week, but to avoid doing this on the last day of "check-out."

Meet with staff, debriefing on the day's activities.

Pay installment of hotel bill. (Note: The Company debit card has a maximum of \$10,000 expenses per day. It is helpful if the hotel bill is paid in increments. This can be done daily, or spread out as the Producer sees fit.)

Responsibilities for Thursday:

Ask All-State Chaperones if there were any problems encountered overnight. Work to resolve those problems, if any.

Make sure that everyone reports to the theatre on time.

Check-in with key staff and All-State Chaperones – ask if they need anything.

Confirm that all food is on schedule for the day.

Keep everyone on schedule and communicate any schedule changes to all involved.

Check with Festival Committee and see if anything is needed (since, you are running out anyway-this can save people double trips)

In the afternoon, pick-up items for goodie bags (fruit/snacks/Vitamin C drops/etc.). Remind the All-State Chaperones to assemble these each night and distribute them to the students every morning. All-State Chaperones or the All-State Director of Local Arrangements can also be delegated to pick up these items.

Pick up FestGear from the registration area (between 4pm-8pm).

ISU: Because of the Opening Ceremonies set-up/rehearsal, make sure all are out of the theatre at the agreed upon time.

UofI: Prepare for tonight's performances. (Opening Ceremonies, if applicable, or All-State performance.)

While having dinner with the staff, discuss specifics of the next day's schedule. Communicate this schedule to the All-State Chaperones.

Participate in the Opening Ceremonies the agreed upon way...it varies based on show & Executive Director.

Prepare for the first All-State production.

Enjoy the show.

At the end of the evening, send the Company to the hotel, instructing them to assemble in the meeting location. Once there, make sure everyone is accounted for.

Hold a Company Meeting before students turn in to their rooms. Discuss specifics of the next day's schedule. Distribute FestGear. At UofI, consider including a reception at hotel for parents (depending on resources and time). Remind students to confirm their extra night's room (if applicable) anytime during the week, but to avoid doing this on the last day of "check-out."

Chat with all College Auditionees/Interviewees and make sure they are clear on the schedule and where they need to be when. Help as needed.

Meet with staff, debriefing on the day's activities.

Pay installment of hotel bill. (Note: The Company debit card has a maximum of \$10,000 expenses per day. It is helpful if the hotel bill is paid in increments. This can be done daily, or spread out as the Producer sees fit.)

Responsibilities for Friday:

Ask All-State Chaperones if there were any problems encountered overnight. Work to resolve those problems, if any.

Make sure that everyone reports to the theatre on time. Note: Those student attending college auditions may have to arrive earlier due to their scheduled audition/interview times.

Check-in with key staff and All-State Chaperones – ask if they need anything.

Confirm that all food is on schedule for the day.

Keep everyone on schedule and communicate any schedule changes to all involved.

Make sure performances are on-schedule.

Remind the All-State Chaperones to assemble goodie bags for the next day – use leftover from the previous days.

Throughout the day, pick up students' callback information at FestGear, and give to students.

Work with students on finding an appropriate time to meet universities for those called back.

Enjoy the afternoon show.

Prepare for the evening show.

Enjoy the evening show.

At the end of the evening, send the Company to the hotel, instructing them to assemble in the meeting location. Once there, make sure everyone is accounted for.

Hold a Company Meeting before students turn in to their rooms. Discuss specifics of the next day's schedule, making sure to mention that students must be packed up and checked out of the hotel prior to getting to the theatre for make-up call time. Confirm transportation to the theatre.

Meet with staff, debriefing on the day's activities.

Consider attending the ITA Reception.

Pay installment of hotel bill. (Note: The Company debit card has a maximum of \$10,000 expenses per day. It is helpful if the hotel bill is paid in increments. This can be done daily, or spread out as the Producer sees fit.)

Responsibilities for Saturday:

Meet with the All-State Company to return car keys.

Ask All-State Chaperones if there were any problems encountered overnight. Work to resolve those problems, if any.

Make sure that everyone reports to the theatre on time (utilizing their own vehicles, if applicable).

Check-in with key staff and All-State Chaperones – ask if they need anything.

Confirm that all food is on schedule for the day.

Keep everyone on schedule and communicate any schedule changes to all involved.

Make sure performances are on-schedule.

Prepare for the morning show.

Once the morning show is up and running, return to hotel and check out the entire Company. Pay the final installment.

Thank Yous: At lunch, the IHSTF Executive Director will present the plaques. (In the morning, confirm with the IHSTF Executive Director what time this will happen.) Present any other Company gifts.

Order pizza for all of those participating in strike. Have pizza delivered at the loading dock by 30-minutes after the curtain falls. Assign one of the Chaperones to meet the delivery person and set up the pizzas. Note: This is part of the Company expense budget and should be paid for with the Company debit card.

Prepare for the afternoon show.

Tip: Have tissues ready for before and after the last show; many people need them.

Enjoy the final performance.

Strike

Make sure everyone is working.

Have students turn in any rented material (all scores and musical books must be erased).

Coordinate a schedule for the return of set pieces/unloading of the truck.

Before leaving for the evening, each student must check out directly with the Producer. Producer should make a record of the time each student leaves.

Congratulations!

JANUARY
(Post Production Week)

Unload the Truck

If able, the Producer should attend and help facilitate the unloading of the truck.

Return Rented Materials (if any) to Licensing Company

Return all materials to the licensing company prior to the requested deadline.

Prepare an Exit Report

Prepare an Exit Report and submit to the Festival Executive Director.

Revise Inventory List

Revise the inventory list, which should have been given to the Producer at the last Changeover Meeting. Submit a copy of this list to the ITA Executive Director. Pass along any left over items along with the revised inventory list to the next All-State Producer.

Attend January Changeover Meeting

Attend the Changeover Meeting and present the Exit Report to the Planning Committee. Include in the Exit Report any requests for revisions to the All-State Producer's Manual. These changes will be reviewed and considered by the IHSTF Long Range Planning Committee Meeting for future implementation.

Resolve Final Financial Matters

Pay final bills and turn in any receipts, along with the Company debit card and any other credit or "membership cards" that may have been obtained (Costco, Menards, etc.).

FEBRUARY – MARCH

Finish Paperwork

At times the Producer may need to send final letters/info to some students. Usually, these are for students needing reimbursements or "service credit" at their home schools. Utilize the ITA Executive Director if you need any assistance or information.

In March, recycle all files.

Breathe a sigh of relief.

THANK YOU FOR BEING A VALUED MEMBER OF THE ITA!



Procedures for Raising Money or Securing Funds for an ITA Event

Includes:

**Grant Support, Corporate Contributions, Individual Contributions,
In-kind Contributions and/or Advertising**

- First, seek approval from ITA's Executive Director. This will help avoid any duplication of funding efforts that may be in place for the ITA.
- Before sending an actual application/request to a potential funder, submit the draft application, script, letter, and/or fee structure to ITA's Executive Director for feedback and approval.
- Send a final copy of the above to the ITA office for archival purposes.
- Send a final copy of any thank you letters, follow-up reports and/or correspondence to the office.

123 Mill Pond Drive
Glendale Heights, Illinois 60139
312-265-5922 (o)
800-898-6987 (toll free)
312-265-5922 (f)

FINANCIAL GUIDELINES FOR ALL-STATE PRODUCER

INCOME:

The ITA office will invoice Company members for their participation fee. Students may pay by either check or credit card.

No cash payments will be accepted.

All checks must be made out to the “Illinois Theatre Association” and sent directly to the ITA office.

Note regarding make-up kits and All-State Fest Gear: The ITA office will include an order form for the purchase of these items; payments will be made to the ITA and the ITA will reimburse the appropriate vendors.

EXPENSES:

When making a purchase, ITA’s sales tax exemption letter should be presented.

All ITA debit card purchases must be directly related to the All-State “Company” or “Production” budgets. Do not use the debit card for personal purchases.

Debit card receipts must be turned in to the ITA office by the last day of each month. (The only exception to this is a receipt for “Production” expenses, which must be turned in within 7 days of purchase). On each receipt, please write a brief description of your purchase. (For production expenses, verify which budget line item the purchase comes from -- props, costumes, scenic, etc.). Make copies of receipts before sending to the ITA office.

The debit card should not be used for the purchase of staff/Director gifts.

OTHER:

Deposits – Because all checks and credit card payments are submitted directly to the ITA office, the Producer should not have any need to make a deposit. In the event the Producer receives a check, that check should be immediately forwarded to the ITA office for deposit.

Petty Cash – The Producer is encouraged to make all purchases with the debit card. In the event that a cash withdrawal is necessary (and subsequent cash purchases made), the Producer will record these transactions into a petty cash spreadsheet created by the ITA office and accessed/shared through Google Documents. To avoid service charges, cash withdrawals are to be made at First Midwest Bank locations whenever possible.

Communications - ITA’s Executive Director, Treasurer, and the IHSTF Executive Director are to be copied on all emails sent to the entire “Company” and/or parents and guardians.

I confirm that I have received these Guidelines.

All-State Producer Signature

Date

37th Annual Illinois High School Theatre Festival

Almost, Maine

By John Cariani

Director: Ben Stoner, Crystal Lake South High School
Executive Producer: Kathy Koll, Crystal Lake South High School
Scenic Designer/Tech Director: Nick Quinn, Insiders Entertainment, CLSHS
Costume Designer: Robert Schramm, Broadway Costumes
Sound Designers: Aaron Davis & Alex Sostarich, Technotrix, Inc.
Lighting Designer: Barbara Reeder, Northwestern University
Assistant Technical Director: Victor Pilolla, East Leyden High School
Assistant Technical Director: Jon Sleger, Guilford High School
Props Designer: Aaron Cummins, Prairie-Ridge High School
Music Supervisor: Patrick Whalen, Cary-Grove High School
Local Arrangements: Suzanne Aldridge, Centennial High School

DATES TO REMEMBER

Applications and All Forms Due: Postmarked by May 21, 2011

Auditions & Tech Interviews: June 10 & 11

Performance Call-Backs: June 10 & June 12

Rehearsal Dates:
August 6-7
September 3-5
October 8-10
November 25-27
December 10-11

Production Week: January 2-7, 2012

All-State Application Materials and Forms will be
available on the Illinois High School Theatre
Festival Website: www.illinoistheatrefest.org.
E-mail contact: almostmaine2012@gmail.com



37th Annual Illinois High School Theatre Festival

Almost, Maine

Find a copy of this play, read it, and fall in love...

Almost, Maine, by John Cariani, first produced in 2006, can be best described as a midwinter night's dream. On this cold evening at 9 pm, nine different couples each experience love, lust, or infatuation in a different form, all at the same moment, during a display of the northern lights in a fictitious town in uppermost Maine. It is funny, sad, and everything in between, as we witness people connecting in many exciting and vulnerable ways.

What can I expect?

Because of the episodic nature of these nine scenes, none of which involve more than three characters, this play provides a unique opportunity for every performer to showcase his or her abilities. Because each scene takes place in a different spot in *Almost*, the scenic design will give the technical team diverse challenges to tackle.

All students will connect with one another and with each of the disciplines involved in putting together a phenomenal show, the first straight play (non-musical) to be produced at the Festival since 2004. You can expect to get your hands dirty, to play hard, to explore how you are connected to one another, to literature, to the world, and to delve a bit into the magical moments of *Almost, Maine*.

How many actors and technicians are you selecting?

18 actors (10 m, 8 f) will fill 20 roles; 20-30 technicians will build, paint, light, and create sound, build props and secure costumes; 1 student composer will create an original score that will be recorded and entwined into the show.

Do I really have to be at all these rehearsals?

YES. There is NO excused absence from All-State weekends. Please make sure you are available on ALL of these dates. Specific call times will be given once casting/selection is complete. Make sure your calendar is clear.

Rehearsal and build dates are as follows:

August 6-7
September 3-5
October 8-10
November 25-27
December 10-11

Production Week.....January 2-7, 2012

Where will auditions be held?

Auditions and call-backs on June 10 will be held at Centennial High School, Champaign, IL.
Auditions will be held on June 11 and call-backs will be held on June 12 at Crystal Lake South High School, Crystal Lake, IL.

Where will rehearsals be held?

All rehearsals/set build weekends will be at Crystal Lake South High School in Crystal Lake, IL.

What if I do not live near Crystal Lake?

We will arrange housing with fellow company members (or CLS Thespians) to make sure you have a place to stay.

What if I have more questions?

Please contact Producer Kathy Koll at almostmaine2012@gmail.com.

37th Annual Illinois High School Theatre Festival

All-State 2012 Application Information

EVERY SCHOOL MAY SEND AS MANY STUDENTS AS THEY WISH TO AUDITION AND INTERVIEW.

All students interested in the 2012 All-State production MUST:

1. Fill out an application with required signatures.
2. Complete a Résumé and include a head shot/photograph (no photograph necessary for composers).
3. Have their school director/instructor complete a recommendation form.
4. Complete the All-State Medical/Liability Release form.
5. Submit a \$15 check made payable to ILLINOIS THEATRE ASSOCIATION.

All materials must be postmarked by May 21, 2011, and sent to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

AUDITION AND INTERVIEW TIMES WILL BE POSTED ONLINE **TUESDAY, MAY 31ST**.

YOU WILL NEED TO CONFIRM YOUR AUDITION/INTERVIEW TIME BY EMAILING
almostmaine2012@gmail.com.

Please note there is a charge to participate in the All-State show. It covers meals, housing downstate, and more. It will be no more than \$450.00. Please note: We have previously helped students raise all the funds necessary and limited scholarship money is available. Please do not let finances discourage you from auditioning.

Audition/Interview Day for Performers and Technicians:

- Check-in 20-30 minutes before the assigned time to verify completion of forms.
- Actors will be accompanied to the entrance of the audition room to await their audition. Audition times will be three (3) minutes/student. Following the audition, actors are excused and free to leave.
- Technicians will be accompanied to the classroom entrance of the audition room to await their interview time. Interview times will be seven (7) minutes/student. Following the interview, technicians are excused and free to leave.

Performance Call-Backs:

Actors who audition on June 10th at Centennial High School, please be available for call-backs that same afternoon beginning at 2 pm. (You will be contacted between Noon – 2 pm if you are called back for that afternoon.)

Performers who audition on June 11th at Crystal Lake South High School, please be available for call-backs on Sunday, June 12th. (You will be contacted between 6 – 8 pm if you are called back for June 12th).

Technician Call-Backs (will not be necessary).

The entire company will be notified via e-mail before June 20th. The list will also be posted online at:
www.illinoistheatrefest.org.

37th Annual Illinois High School Theatre Festival

All-State 2012 Audition/Interview Info

Audition Expectations for Actors:

- A 1-minute contemporary (20th century – present) monologue
- You may be asked a question or two
- If you are called back, you will be paired and given sides (scenes) to perform

Interview Expectations for Technicians:

- Be prepared to discuss what technical theatre work you have done
- Bring a portfolio to show examples of things you've worked on
- Be able to explain your areas of greatest interest
- You will be interviewed for approximately seven (7) minutes
- Please see the INTERVIEW GUIDELINES sheet included in this packet (page 6).

Application Expectations for Student Composer:

Complete the Composer Application Form and submit a complete packet. The \$15 audition fee is waived.

An original instrumental score (no vocals) is sought to transition between scenes. This transition period is crucial to the literature. The playwright suggests instrumental folk music featuring guitar, hammer dulcimer, harmonica, fiddle, etc. The director also seeks material that is influenced by the sounds of a music box.

The student who is selected for this role will be a full-fledged part of the All-State rehearsal process. The submitted music is intended to be a sample of the composer's ability to write music within the suggested parameters. The composer will collaborate closely with the director and music supervisor throughout the composition and recording process.

A recording (CD format, please) of 1-2 minutes in length must be submitted (postmarked by May 21st) to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

The submitted recording does not have to feature live musicians, but if you can swing it, cool.

No audition time is required. We will contact you for a phone interview.

37th Annual Illinois High School Theatre Festival

All-State Audition Guidelines

HOW TO PREPARE: Just as you would for any audition, read the play. There is no better way to understand the material for which you are auditioning. It is very difficult to describe this play beyond what is mentioned above. Pick a monologue that will showcase your ability to bring believability to a role.

WHAT KIND OF MONOLOGUE TO SELECT: Pick something contemporary (from the 20th century or later), preferably from a play. **DO NOT WRITE YOUR OWN MONOLOGUE!** Since there are scenes of delight and sadness in *Almost, Maine*, genre is not as important as it is to show *yourself* in the most honest light. Try to avoid pieces that portray really *broad* characters or those with accents of any kind. There are very realistic characters in this play. One-minute is a guideline. You should probably not go under 45 seconds or over a minute and a half.

WHAT TO WEAR: For any audition you should always “dress your best,” not necessarily “dress the part.” Keep in mind that the clothes you wear say something about you, but be sure they do not take center stage. The audition is meant to showcase YOU and your abilities. Your attire is the supporting role.

HOW SHOULD I CONDUCT MYSELF ON THE STAGE? First, walk to your spot with confidence and poise – your entrance is the beginning of your audition! Then, loudly and clearly, *slate* yourself (state your name, school, and the name of the play from which your monologue comes). Finally, take a deep breath and do your best. Remember to try to establish a vis-à-vis (specific eye contact that is NOT on any of the Directors in the room). The checklist below should help you in your final preparations for your audition.

My monologue is (you should be able to say “yes” to all of these statements):

<input type="checkbox"/>	from a PLAY- not a monologue book, and I didn't write it myself
<input type="checkbox"/>	from a PLAY after 1900 (research the date if you are not sure)
<input type="checkbox"/>	about 1 minute in length (Read it out loud if you don't know)
<input type="checkbox"/>	a character talking to another character who is actually there, NOW
<input type="checkbox"/>	is NOT from a movie that wasn't a play first
<input type="checkbox"/>	one that does NOT require a dialect—British, Irish, New York, German, etc.
<input type="checkbox"/>	not a list of things or ideas
<input type="checkbox"/>	a character who is of my own gender

My monologue does NOT require me:

<input type="checkbox"/>	to be a crazy person
<input type="checkbox"/>	to be drunk
<input type="checkbox"/>	to do drugs
<input type="checkbox"/>	to swear
<input type="checkbox"/>	to talk on a phone
<input type="checkbox"/>	to use offensive language
<input type="checkbox"/>	to talk about sex
<input type="checkbox"/>	to make reference to extreme violence-guns, knives, rape, etc.

37th Annual Illinois High School Theatre Festival

All-State Technical Interview Guidelines

MATERIALS TO BRING TO THE INTERVIEW (PORTFOLIO):

We are looking for examples of your work. This can be in the form of paperwork, actual props/costumes (if available) and photos. More specific possibilities below:

- Show books including marked script, cue sheets, prop lists, etc.
- Light plots and sections, channel hookups, instrument schedules
- Mic. plots, selected recordings (if available)
- Draftings, drawings, sketches (napkin sketches count!)
- Paint samples, built props (if available)
- PHOTOS OF YOUR WORK! Try to include process shots as well as the final product.
- Résumé. This should include: your name, your contact information and the shows you have worked on. For each show include: play title, producing company (your high school in most cases), your role, the year of the show, and the director or designer you worked with.

These materials may be printed on paper and bound or placed in a binder. Alternately, you may bring actual objects or digitally formatted work. A laptop will be available for viewing; CD/DVD is preferred. The cleanliness of the presentation of your work is important!

WHAT TO EXPECT AT THE INTERVIEW: The purpose of any interview is for your interviewer to get to know you. Who are you, what are you passionate about, and what are your goals? It is your chance to answer these questions and determine if you are a right fit to join our technical crew. It should be a formal, comfortable atmosphere for you to answer these questions honestly. In order to determine if you are the right fit, your interviewer will ask you several types of questions:

Basic questions about yourself:

- How would you describe your work style?
- What are your strengths/weaknesses?

Behavioral questions:

- Give me an example of a time that you felt you went above and beyond what was asked of you.

Open ended questions:

- Why are you the best candidate for the job?
- Why do you want this job?

Throughout the interview your résumé and portfolio (the materials and documents you bring) will be assessed by the interviewer. Be prepared to answer specific questions about each show, the process, the people you worked with and the final product.

HOW TO PREPARE: All students are being interviewed for general technicians. Your résumé should describe your technical experience in any and all areas. Be confident that you are the best candidate for the position of technician, and let your experience back you up. You can find examples of general interview questions through an online search, and we suggest practice interviewing with a partner. Typically this works best with someone you don't know very well rather than your best friend, as they probably already know the answers to the questions! Again, the purpose of the interview is to introduce yourself in the best possible way.

WHAT TO WEAR: For any interview you should always "dress your best." Keep in mind that the clothes you wear say something about you, but be sure they do not take center stage. The interview is to showcase YOU and your abilities. Your attire is the supporting role.

37th Annual Illinois High School Theatre Festival
ALL-STATE ACTOR APPLICATION FORM

Student's Name: _____	Graduation Year: _____
Student's Address: _____	City: _____ Zip: _____
Home Phone: _____	Cell Phone: _____
Student's E-mail: _____	Parent's E-mail: _____
School Name: _____	
School Address: _____	City: _____ Zip: _____
School Phone: _____	School Fax: _____
Theatre Director/Instructor: _____	Contact Number: _____

I would like to audition for *Almost, Maine* on the following date (choose one):

____ Fri., June 10 at Centennial High School ____ Sat., June 11 at Crystal Lake South High School

Completed Application Packet Must Include:

- Application Form with Signatures
- All-State Actor Recommendation Form (in a sealed envelope)
- Résumé with Head Shot or Recent Photograph
- Medical/Liability Release Form
- Check for \$15 payable to Illinois Theatre Association

Completed Application Packet Must Be Postmarked by May 21 and Mailed to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

I support the application of this student for the 2012 All-State Production of *Almost, Maine*. I understand that students chosen for this production will be required to attend rehearsals at **Crystal Lake South High School**, Crystal Lake, IL on: **Aug. 6-7; Sept. 3-5; Oct. 8-10; Nov. 25-27; and Dec. 10-11**. Production Week will be at ISU and begin the evening of **Jan. 2 through Jan. 7, 2012**. I understand this student must attend all rehearsals as they are called. I agree to support this student's participation in this event in whatever ways I can. I understand there is a cost of up to **\$450** for participation in the All-State Production to assist in covering expenses related to the production (lodging, meals, t-shirt, transportation at the Festival, etc).

Signature of Parent or Guardian _____	Date _____
Signature of Director/Instructor _____	Date _____
Signature of School Principal _____	Date _____

37th Annual Illinois High School Theatre Festival
ALL-STATE ACTOR RECOMMENDATION FORM

Student's Name: _____ Graduation Year: _____
 Student's Address: _____ City: _____ Zip: _____
 School Name: _____
 School Address: _____ City: _____ Zip: _____
 School Phone: _____ School Fax: _____
 Theatre Director/Instructor: _____ Contact Number: _____

Please rate this student: 10=High 1=Low

_____ Physical Fitness/Health	_____ Character Development
_____ Ability to Take Direction	_____ Understanding of Subtext
_____ Dependability	_____ Articulation/Projection
_____ Concentration	_____ Physical Characterization
_____ Ability to Work with Others	_____ Friendliness

ACTING TALENT

Compared with other student actors you've worked with, how would you rate this student?

High Low
10 9 8 7 6 5 4 3 2 1

WORK ETHIC

Compared with other student actors you've worked with, how would you rate this student?

High Low
10 9 8 7 6 5 4 3 2 1

Is there anything else about this student that you think we might like to know?

How many years have you been teaching/directing high school theatre? _____

Signature of Theatre Director/Instructor _____

E-mail Address _____

Directors: Please return this form to the student (in a sealed envelope). The student will include this envelope in their audition application packet and will mail this (postmarked by May 21, 2011) to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

37th Annual Illinois High School Theatre Festival

ALL-STATE TECHNICAL CREW APPLICATION FORM

Student's Name: _____ Graduation Year: _____
 Student's Address: _____ City: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____
 Student's E-mail: _____ Parent's E-mail: _____
 School Name: _____
 School Address: _____ City: _____ Zip: _____
 School Phone: _____ School Fax: _____
 Theatre Director/Instructor: _____ Contact Number: _____

I would like to interview for *Almost, Maine* on the following date (choose one):

____ Fri., June 10 at Centennial High School ____ Sat., June 11 at Crystal Lake South High School

CIRCLE the areas where you feel confident in your skills:

hang and focus lights	change lamps	run followspot	run lighting console	power saws
power tools	cordless drills	pneumatic tools	hand tools	sewing
sketching	microphones	audio console	repair audio/lx cable	scenic art
props construction	foam carving	color matching	troubleshooting	measuring

Completed Application Packet Must Include:

- Application Form with Signatures
- Résumé with Headshot or Recent Photograph
- Check for \$15 payable to Illinois Theatre Association
- Medical/Liability Release Form
- All-State Technical Crew Recommendation Form (in a sealed envelope)

Completed Application Packet Must Be Postmarked by May 21 and Mailed to:

All-State 2012
 Attn: Kathy Koll, Producer
 Crystal Lake South High School
 1200 S. McHenry Ave
 Crystal Lake, IL 60014

I support the application of this student for the 2012 All State Production of *Almost, Maine*. I understand that students chosen for this production will be required to attend rehearsals at **Crystal Lake South High School, Crystal Lake, IL on: Aug. 6-7; Sept. 3-5; Oct. 8-10; Nov. 25-27; and Dec. 10-11.** Production Week will be at ISU and begin the evening of Jan. 2 through Jan. 7, 2012. I understand this student must attend all rehearsals as they are called. I agree to support this student's participation in this event in whatever ways I can. I understand there is a cost of up to \$450 for participation in the All-State Production to assist in covering expenses related to the production (lodging, meals, t-shirt, transportation at the Festival, etc).

Signature of Parent or Guardian _____ Date _____

Signature of Director/Instructor _____ Date _____

Signature of School Principal _____ Date _____

37th Annual Illinois High School Theatre Festival

ALL-STATE TECHNICAL CREW RECOMMENDATION FORM

Student's Name: _____ Graduation Year: _____

Student's Address: _____ City: _____ Zip: _____

School Name: _____

School Address: _____ City: _____ Zip: _____

School Phone: _____ School Fax: _____

Theatre Director/Instructor: _____ Contact Number: _____

Please rate this student:	10=High	1=Low
_____ Physical Fitness/Health		_____ Leadership Abilities
_____ Ability to Take Direction		_____ Problem Solving Abilities
_____ Dependability		_____ Construction Skills
_____ Concentration		_____ Painting Skills
_____ Ability to Work with Others		_____ Technical Skills

Please indicate how long you have known the student and in what capacity you have worked together. Briefly describe this student's overall quality of work and ability to collaborate with others.

[illegible]

Signature of Theatre Director/Instructor	E-mail Address
--	----------------

Directors: Please return this form to the student (in a sealed envelope). The student will include this envelope in their application packet and will mail this (postmarked by May 21, 2011) to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

An event produced by members of the:

37th Annual Illinois High School Theatre Festival

ALL-STATE STUDENT COMPOSER APPLICATION FORM

Student's Name: _____	Graduation Year: _____
Student's Address: _____	City: _____ Zip: _____
Home Phone: _____	Cell Phone: _____
Student's E-mail: _____	Parent's E-mail: _____
School Name: _____	
School Address: _____	City: _____ Zip: _____
School Phone: _____	School Fax: _____
Theatre Director/Instructor: _____	Contact Number: _____

Completed Application Packet Must Include:

Application Form with Signatures
All-State Composer Recommendation Form (in a sealed envelope)
Résumé
Photograph not necessary
Medical/Liability Release Form
CD recording of original music (1-2 minutes in length)

Completed Application Packet Must Be Postmarked by May 21, 2011, and Mailed to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

I support the application of this student for the 2012 All-State Production of *Almost, Maine*. I understand that students chosen for this production will be required to attend rehearsals at **Crystal Lake South High School**, Crystal Lake, IL on: **Aug. 6-7; Sept. 3-5; Oct. 8-10; Nov. 25-27; Dec. 10-11**. Production Week will be at ISU and begin the evening of **Jan. 2 through Jan. 7, 2012**. I understand this student must attend all rehearsals as they are called. I agree to support this student's participation in this event in whatever ways I can. I understand there is a cost of up to **\$450** for participation in the All-State Production to assist in covering expenses related to the production (lodging, meals, t-shirt, transportation at the Festival, etc).

Signature of Parent or Guardian _____	Date _____
Signature of Director/Instructor _____	Date _____
Signature of School Principal _____	Date _____

37th Annual Illinois High School Theatre Festival

ALL-STATE COMPOSER RECOMMENDATION FORM

Student's Name: _____	Graduation Year: _____
Student's Address: _____	City: _____ Zip: _____
School Name: _____	
School Address: _____	City: _____ Zip: _____
School Phone: _____	School Fax: _____
Theatre Director/Instructor: _____	Contact Number: _____

Please rate this student:	10=High	1=Low
_____ Physical Fitness/Health		_____ Leadership Abilities
_____ Ability to Take Direction		_____ Problem Solving Abilities
_____ Dependability		_____ Musical Talent
_____ Concentration		_____ Composing Ability
_____ Ability to Collaborate		_____ People Skills

Please indicate how long you have known the student and in what capacity you have worked together. Briefly describe this student's overall quality of work and ability to collaborate with others.

_____ Signature of Theatre Director/Instructor	_____ E-mail Address
---	-------------------------

Directors: Please return this form to the student (in a sealed envelope). The student will include this envelope in their application packet and will mail this (postmarked by May 21, 2011) to:

All-State 2012
Attn: Kathy Koll, Producer
Crystal Lake South High School
1200 S. McHenry Ave
Crystal Lake, IL 60014

37th Annual Illinois High School Theatre Festival

2011-2012 MEDICAL/LIABILITY RELEASE FORM

Each participant, including all adults, must complete a medical release form. **Please type or print legibly.**

Are you a Student or Sponsor? _____

Participant Name _____ Date of Birth _____ Age _____

Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Parent/Guardian First and Last Name _____

School Name _____ City _____

In case of emergency, contact _____

Contact Home Phone _____ Contact Work Phone _____

Do you have insurance? ☐ Yes (if yes, please indicate policy below) ☐ No

Health Insurance Company _____ Policy # _____

List any allergies to medications _____

List any medical conditions _____

SIGNATURES: Participant refers to the student, chaperone, or sponsor who is attending Festival (participants must sign on line A). Parent, guardian, or next of kin must sign on line B. **NOTE: All students participating, even if over the age of 18, must have a parent, guardian, or next of kin's signed permission. Please read the following carefully!**

1. The undersigned participant (student, chaperone, or sponsor) agrees to abide by Festival rules and regulations. The undersigned sponsor/parent/guardian/next of kin agrees to be responsible for the above named student while traveling to and from said events (auditions, rehearsals, work days, Festival, etc.), including any expenses incurred by the above named participant, caused by the above named participant, and/or any personal injuries which may occur to the above named participant.
2. I understand that in case of serious injury, I hereby give my permission for emergency medical treatment, as recommended by a physician; I understand that no surgical procedure will be performed without my permission and consent; I understand that any medical expenses are my financial responsibility.
3. I hereby release, acquit, and forever discharge the Illinois Theatre Association, Illinois State University, its Board of Trustees, employees, agents, and representatives, from any and all claims, causes of action, damages, or judgments, whether in contract or in tort, for any injuries including personal that may be incurred arising out of or in any way connected to the attendee's participation (signature and date required for participation).
4. I hereby release, acquit, and forever discharge hosting high schools, their school boards, officers, employees, agents and representatives from any and all claims, causes of action, damages, or judgments, whether in contract or in tort, for any injuries including personal that may be incurred arising out of or in any way connected to the attendees participation.

A _____ Date _____
Signature of Participant (student, chaperone, or sponsor)

B _____ Date _____
Signature of Parent, Guardian, or Next of Kin

Please Note that Prior Year's Forms Will Not Be Accepted.

July 11, 2011

Dear All-State Company Members,

Welcome to *Almost, Maine!* This e-mail contains your official “Welcome Packet.” Attached, please find:

1. Director’s Welcome Letter
2. ITA’s Welcome Letter
3. All-State Company Member Questionnaire (fill this out, and return to your Producer, Ms. Kathy Koll, ASAP!)
4. Invoice for All-State Participation (your first payment must be submitted to the ITA by 7/29!)

For your convenience, the text of the Welcome Letters and the Questionnaire are also pasted below (for easier reference). Please read each document carefully, and be sure to open the attached invoice, print, and pass along to your designated financial contact person (or forward this email directly to that person).

PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL. If you have any questions, comments, or concerns, send an email to your Producer, Ms. Kathy Koll at almostmaine2012@gmail.com.

Thank you.

DIRECTOR'S WELCOME LETTER

7/11/11

To Members of Our Company,

It is with great pride that I officially welcome you to the 2012 All-State Company of *Almost, Maine*.

Having recently been witness to an exciting weekend of auditions and interviews, I can say without reservation that you are a member of a group of actors, technicians, and a composer that truly represents an elite ensemble of young artists from around Illinois. I hope this letter finds you well. Enjoy a restful summer and get used to the idea that you have indeed been selected to join the next Illinois All-State Production!

Let me begin by sharing my thoughts and feelings as I continue to prepare for the exciting (and scary) process that awaits us in the coming months. First, I am so very grateful to Mr. Nathan King, 2012 IHSTF Executive Director, from Glenbard North, for trusting me with this incredible honor. Having seen 16 All-State productions since 1990, I understand the heightened expectations that are upon us. From your school directors and college representatives, to every last Festival participant, "All-State" means something special to those who practice high school theatre in this state. I am honored to be a part of this extraordinary legacy for the first time.

I also feel inspired to be surrounded by such a dedicated and talented company of students, teachers, and professionals. It has been a pleasure getting to know our great production staff, and I cannot wait to see us all together under one roof when we converge on Crystal Lake South High School in August. While we will come together as virtual strangers in just a few weeks, before we know it we will be saying goodbye to our newest family members in January. It is my sincere hope that our road to that day, January 7, 2012, will be filled with rich experiences, myriad connections, and many joyous moments.

My only homework assignment for you before you arrive at **9 am on Saturday, August 6, at the Crystal Lake South High School Theatre** is to read *Almost, Maine* as many times as you possibly can. This alone is the key to all that we will do over the next several months. I feel blessed that this project led me to this outstanding material. John Cariani has brilliantly depicted the complexities of human relationships in this beautiful and intimate play. It will perfectly capture the theme of this year's Theatre Festival, *The Art of Connection*, and it will be a touching and entertaining event for our 4,000+ audience members! (If you don't have your own script and need one sent to you, please contact your Producer, Ms. Kathy Koll at almostmaine2012@gmail.com. She will be happy to send one to you asap).

I challenge you to embrace every opportunity and possibility that awaits you throughout this journey. It has only just begun!

Welcome to *Almost...*

Ben Stoner, Director

ITA'S WELCOME LETTER (should be placed on official ITA letterhead)

July 11, 2011

Dear All-State Company Member,

Congratulations on being selected to participate in this year's Illinois High School Theatre Festival production of *Almost, Maine*. We are thrilled to have you as a member of the Company, and look forward to your many creative contributions! Here's to a successful show...

The Illinois Theatre Association (ITA) is now in its 37th year of producing the Illinois High School Theatre Festival (IHSTF), the largest and oldest non-competitive high school theatre festival in the country. The IHSTF is put together each year by an all-volunteer Planning Committee, which is completely comprised of ITA members. The ITA is happy to provide direct support to this committee. The ITA office also supports the All-State production by acting as "financial liaison" between Company members and your Producer, Ms. Kathy Koll.

Participation Fee

As you are already aware, there is a \$450 participation fee for your involvement in *Almost, Maine*. This fee includes food at rehearsal weekends in August, September, October, November, and December; food and hotel lodging during production week; transportation between the hotel and Illinois State University during production week; and a company t-shirt.

Payment Procedures

1. Attached to this e-mail is an invoice from the ITA office. In an effort to assist the ITA office in initiating prompt and accurate billing procedures, please fill out the "Financial Contact Information Form" found on the invoice and send back to the ITA office by July 29th along with 1st payment.
2. Payments may be made by check or credit card. No cash payments accepted.
3. Make checks payable to: Illinois Theatre Association.
4. Credit card payments are accepted (Discover, Visa, MasterCard) by mail, by fax (312-265-6101), or by phone (312-265-5922).
5. Mail payments to: Illinois Theatre Association (123 Mill Pond Dr., Glendale Heights, IL 60139)
6. For your convenience, you may choose to either pay the participation fee in full, or follow the payment schedule as listed below.

Payment Schedule

\$450 (paid in full) -- postmarked by Friday, 7/29/11
 \$90 (first installment) -- postmarked by Friday, 7/29/11
 \$90 (second installment) -- postmarked by Friday, 8/26/11
 \$90 (third installment) -- postmarked by Friday, 9/30/11
 \$90 (fourth installment) -- postmarked by Friday, 11/18/11
 \$90 (final installment) -- postmarked by Monday, 12/19/11

Optional Costs

In addition to your participation fee, there are other optional costs. These include:

Makeup Kits - All cast members are required to provide their own makeup for the show. There will be an opportunity to purchase makeup kits from Broadway Costumes. The ITA office is responsible for taking and placing these orders, and will invoice you accordingly. In the past, these kits have cost approximately \$18 each.

Miscellaneous - Festival and/or All-State Company t-shirts, sweatshirts, and other "Fest Gear." The price range for these items varies.

Transportation and Housing to/from Rehearsals and Build Weekends – The Crystal Lake South High School Drama Club will assist you in finding housing ("host families") for these weekends. Please stay tuned for more information.

College/University Auditions – Those seniors wishing to participate in the College/University auditions (either acting auditions or technical interviews) at the Festival will need to submit a resume and \$20 audition fee. Information about these auditions will be available on the Festival website (www.illinoistheatrefest.org).

Resources for Financial Support

For those of you seeking support to offset some of these costs, please consider the following resources:

- Because of the stature of this event (“All-State”), some schools provide the same funding the would as any athlete participating at the “State” level.
- Drama or other school club.
- Parent Booster Clubs.
- Birthday/Holiday presents from relatives and friends.
- Community clubs (Lions, Rotary, Kiwanis, etc.).
- Apply for miscellaneous scholarships (ask your school counselor for guidance).
- Apply for a full or partial scholarship through the ITA’s “Clif Aldridge Scholarship Fund.” For details, please contact your producer. Note: A maximum of two full scholarships (or the equivalent thereof) are awarded each year.
- In the event you are experiencing difficulty securing funds, please speak with your Producer, Ms. Kathy Koll.

Should you have any questions about your All-State financial obligations, please don’t hesitate to contact me at 312-265-5922, or send an e-mail to aimeelynn@illinoistheatre.org. I’m more than happy to assist you in any way I can.

Once again, CONGRATULATIONS on your involvement in this year’s All-State production of *Almost, Maine*. Thank you for contributing to the ITA’s rich history of providing one of the best high school theatrical experiences our state has to offer.

Sincerely,

Aimee-Lynn Newlan
Illinois Theatre Association, Executive Director

ALL-STATE COMPANY QUESTIONNAIRE***Almost, Maine* Company Information Form**

Welcome to the Company of *Almost, Maine*. We are excited to work together with you on this creative project and look forward to meeting together in August. Please complete the following information form and return to me within one week so I can prepare for our 1st rehearsal/build weekend in August.

1. Student Name:
2. T-Shirt Size:
3. How will you be getting to/from rehearsal/build weekends at Crystal Lake South High School?
4. If you are driving yourself, are you willing/able/permitted to drive other students who might need a ride?
5. If you are not driving yourself, are you interested in carpool information from others who live in your area who might be able to offer a ride to you?
6. Will you go back home after each rehearsal day? (Note: Rehearsals will typically begin at 9:00am, and end at 9:00pm on Friday and Saturday, and 3:00pm on Sundays).
7. If you are NOT going back home after each rehearsal day due to distance, do you need assistance in securing lodging with another Company Member or CLS drama club student?
8. Any special considerations I should keep in mind (pet allergies, etc.)?
9. If you ARE going back home after each rehearsal day, is your family willing/interested in hosting another company member at your home?
10. Any special considerations I should keep in mind? (Pets at home, etc.).
11. Please provide parent phone number so I can verify this offer:
12. Do you have any dietary restrictions or needs? _____ If yes, please explain:
13. Will you be a senior in 2011-2012? _____ YES _____ NO
14. If yes, do you plan to audition/schedule a technical interview at the Theatre Festival for college auditions?
15. Please provide the name and contact information for your preferred contact person at your high school regarding your involvement in the All-State Show:
Name:
E-mail address:
16. Are there other special considerations I need to keep in mind for you?
17. For publicity purposes, provide the names of the following:
 - a. Your Name
 - b. Your High School
 - c. School Address with Zip Code
 - d. Year in School
 - e. Age
 - f. Drama Teacher
 - g. Drama Teacher's e-mail
 - h. Musical/Vocal Instructor
 - i. Musical/Vocal Instructor's e-mail
 - j. Principal's Name
 - k. Local Newspapers (Name and Towns)
 - l. Local TV Stations (Names and Towns)
 - m. Additional Information or PR Angles that you can provide us with?

Thank you for your attention to this list of questions. Please e-mail back to me at:

almostmaine2012@gmail.com

-OR-

Mail to my home address: Kathy Koll
23249 W. Hillcrest Dr.
Lake Zurich, IL 60047

Please plan on having this information back to me by July 16th.



Invoice

Dale Savannah-Brown
Glenbard North High School

Date	Invoice No.	Due Date
07/11/11	1013	07/29/11

Description	Quantity	Rate	Amount
All-State Production -- "Almost, Maine" (IHSTF 2012 at Illinois State University)		450.00	450.00
Registration fee for IHSTF 2012 (Note: All-State Company Members do not pay this fee.) Make checks payable to: Illinois Theatre Association (Note: Checks returned as NSF will be subject to a \$15 service fee)		0.00	0.00
Thank you for being a part of the All-State Company!		Total	\$450.00

Please fill out the information below. Mail, fax, or phone with your payment to the ITA office.

Name: _____

Address: info@openstax.org

Street Address	City	State	Zip
----------------	------	-------	-----

Phone #: _____ Email: _____

To pay by credit card, complete the information below:

Visa	MC	Discover
------	----	----------

Credit Card Number: _____

Expiration Date: _____ 3-Digit Security Code: _____ Amount: \$ _____

Name as it Appears on Card:

Signature: _____

PAYMENT SCHEDULE:

\$450 (paid in full) - by 7/29/11
\$90 (1st installment) - by 7/29/11
\$90 (2nd installment) - by 8/26/11
\$90 (3rd installment) - by 9/30/11
\$90 (4th installment) - by 11/18/11
\$90 (final) - by 12/19/11

Illinois Theatre Association

(Insert Year) Illinois High School Theatre Fest
(Insert Name of All-State Production)

STUDENT/PARENT CONTRACT



This document is considered a contract of understanding for the expectations of being involved in this year's production, and details specific responsibilities and commitments.

THE EXPECTATIONS OF THE CAST ARE AS FOLLOWS:

Rehearsals: Attend ALL Rehearsals (there are a minimum number of rehearsals scheduled – it is imperative that cast members attend each one):

- Insert Dates and Times of Rehearsal Weekend One
 - Insert Address
- Insert Dates and Times of Rehearsal Weekend Two
 - Insert Address
- Insert Dates and Times of Rehearsal Weekend Three
 - Insert Address
- Insert Dates and Times of Rehearsal Weekend Four
 - Insert Address
- Insert Dates and Times of Rehearsal Weekend Five
 - Insert Address
- Insert Dates and Times of Technical Rehearsals and Performances
 - Insert Address

Note: It is the student's responsibility to arrange for transportation to the rehearsals.

Behavior: Absolutely no drinking, smoking, or drug use. Any infraction of this rule is grounds for immediate dismissal from the production. Please note this also concerns non-All-State weekends. All-State Cast Members are representing the entire state and are to set a higher standard of excellence. All other standard school rules apply, including: appropriate behavior, language, respect of others and their property, etc.

Participation Fee: The cost for participation will be no more than \$450. Refer to the "Welcome Letter from the Illinois Theatre Association" for detailed financial information.

Maintain Good Grades: Students will be asked to provide a progress report in October and a copy of their first quarter grades. A "Grade Check Form" will be provided at the first rehearsal. Academics must be the focal point of any student's life. In order to be academically eligible for participation in the All-State, students must be passing at least four classes (D or above). This follows IHSA guidelines.

Indemnification: We do hereby stipulate and agree to indemnify and hold harmless District (add #) High Schools, District (add #) High Schools, (add any other school districts and/or high schools), Illinois Theatre Association, Illinois State University, University of Illinois and all employees, students, chaperones, and volunteers against any and all individual claims and demands or actions which may hereafter at any time be made or instituted against said school districts and any employee and/or chaperone arising out of our student's participation and/or transportation in the All-State Production and Illinois High School Theatre Festival.

We have read and agreed to the expectations stipulated above:

Student's Name (Printed)

Parent or Guardian's Name (Printed)

Student's Signature

Date

Parent or Guardian's Signature

Date

123 Mill Pond Drive
Glendale Heights, Illinois 60139
312-265-5922 (office) / 312-265-6101 (fax)
info@illinoistheatre.org

Sample Reject Letter -- Optional

Put on Letterhead

June 20, 2003

Dear

Thank you for your interest in participating in the 2004 All State Production of *The Arabian Nights*. Over 250 extremely talented students applied for the limited spots available. Our biggest regret is that we could not take everyone. We especially regret to inform you that you have not been chosen. However, if someone is unable to participate, you will be considered immediately.

We want to stress how impressed we were with you. Just being one of the select few to audition for this production was an accomplishment in itself. The talent in the state of Illinois is amazing. We encourage you to participate in your school productions, community theatre, future AllState productions, and in college.

If you have any questions, please do not hesitate to contact us. Most importantly, please accept our sincerest thanks for applying and be very proud of your talents.

Sincerely,

Mark Begovich
Producer
(847) 451-3167
mbegovich@leyden212.org

Sample Grade Check Form



PLEASE BRING WITH YOU IN OCTOBER.

Name: _____ School: _____

You MUST Submit Your Grades As Of WEDNESDAY, OCTOBER 7th. You MUST have a teacher's signature. If your school has on-line grades, please print your grades and have the teacher initial them to verify that they are correct.

[illegible]

Sample Housing Form

Housing Form:
COMPLETE & RETURN BY JULY 20, 2007

NAME: «First Name» «Last Name»

«Gender» «Category»

Parent/Guardian's Name: _____

Address: _____

We take the housing of students very seriously and want everyone to find comfort and assistance as part of the "Company". Your help is much appreciated in this endeavor.

NOTE: The Dates Below Are The Evenings Housing May Be Needed
(look at the actual rehearsal dates on your contracts)

NOTE: PLEASE, Do Not Request Housing If Mapquest
Has Your Home Within 1 hour of the Rehearsal Location.

Please complete the table below by placing an X in the correct box for each rehearsal and placing a # in the host columns:

Date	Location	I live in the general area & Do not need housing	I Need Housing For this rehearsal	I Can Help & Host (#) Males	I Can Help & Host (#) of Females
Aug 24 & 25	South Suburbs				
Aug. 31- Sept. 2	South Suburbs				
Oct. 5- 7	South Suburbs				
Nov. 22-24	South Suburbs				
Dec. 14 & 15	South Suburbs				

Please note, the dates reflect the evening before most rehearsals to allow for students to arrive the evening before a scheduled event.

There is no charge for housing for the above rehearsals.

January 8-12, Illinois State University: Housing will be at the Days Inn & Suites in Bloomington. The cost is built in to the expenses and fees that each ensemble member is already paying.

SAMPLE HOSTING FORM

THANK YOU!!! THANK YOU!!! THANK YOU!!!

It is wonderful that you have agreed to host students in September. It is really appreciated.

The students have been told to contact you, in order to make the necessary arrangements according to your availability and their travel plans.

I have made it a point to match host students per your request.

If there is any problem, please let me know ASAP. We do need to make sure that the students stay with the host families that are assigned. I can make a switch, but the students are not to do switching themselves.

In Need of Housing	Hosted By
Ford, Dan	Matt Smart- September James Sapieka- other months
Gaughan, Kevin	Matt Smart- September James Sapieka- other months
Castleberry, Annie	Rachel Kirschenbaum
Whittum, Breanna	Rachel Kirshenbaum
Bott-Goins, Zelina	Sara Wolski
De Veer, Gwen	Sara Wolski
Scobbie, David	Walt Claasen
Brown, Michael	Walt Classen
Atchley, Brian	Will Schmidt
Utz, Michael	Will Schmidt

I am hopeful that all will run smoothly, and that these rooming assignment can continue throughout the rehearsal process.

AND AGAIN, MUCH THANKS!!!!

Mark Begovich
Producer

Illinois Theatre Association

Appendix I
SAMPLE DONATION LETTER

Today's Date

Name of Company
Name of Individual
111 Test Street
City, State Zip Code

Dear Name of Individual:

I am writing on behalf of the Illinois High School Theatre Festival (IHSTF), the largest non-competitive festival of its kind in the nation! For the past ?? *years*, the Illinois Theatre Association (ITA) has produced this event, which takes place at either Illinois State University (Normal) or the University of Illinois (Urbana/Champaign). This year's Festival, "***Insert the Name/Theme of Festival***" takes place at (***Insert University***) on January (***insert dates and year***), and promises to welcome more than 4,000 high school students, teachers, professional artists, and exhibitors to the (***insert name of city***) community.

Each year the IHSTF provides amazing educational and professional experiences for both teachers and students alike. This year's gathering is no different, with more than 150 workshops, 40 full-length or showcase productions, college auditions, and an impressive exhibitor room being offered. In addition, we are thrilled to feature an "All-State Production" of (***Insert Name of Show***), which will be performed on the (***insert name of stage***) throughout the weekend.

(***Insert Name of Show***) is comprised of a student ensemble of (***insert number of cast/crew members***) theatrical "ALL STARS" from throughout the state, with the "best of the best" cast as actors, technicians/crew members, and musicians. Having rehearsed the show over the past year, they are now ready to take center stage and thrill their audiences. In order to do this, however, we are asking for your support...

The IHSTF is comprised of hundreds of volunteers. No one involved with the All-State production draws any type of salary. In fact, the All-State students are asked to pay a minimum of (***insert amount here***) in order to participate. This "participation fee" helps to cover numerous costs (food, lodging, transportation, etc.). Might you be able to offer a financial or in-kind contribution to help offset some of these expenses? (***Note: If looking for an in-kind contribution, list the specific request here... discount, gift certificate, etc.;***)

All contributions are tax-deductible to the fullest extent allowed by law (the ITA is a 501-C-3 organization) and will be acknowledged with a thank you letter. In addition, you will receive special recognition in our All-State program.

On behalf of the entire All-State Company, THANK YOU for your generosity.

Sincerely,

(Producer's Name)
(Producer's Phone Number)
(Producer's Email)

Illinois Theatre Association
123 Mill Pond Drive
Glendale Heights, Illinois 60139
312-265-5922 (office) / 312-265-6101 (fax)
www.illinoistheatre.org

November 14, 2008

Dear Illinois High School Theatre Festival All-State Participant:

The 34th Illinois High School Theatre Festival will be held at the University of Illinois on January 8 – 10, 2009. Each year 4000+ high school students, sponsors/chaperones, workshop leaders and All-State company members register for this annual 3-day festival. Thirty-three years ago the first All-State production, *Jesus Christ Superstar*, was successfully presented as the final activity of the Festival. Because the number of participants has increased over the past thirty-three years, it has been necessary for us to schedule more performances of the All-state production. This year, *Hairspray* will be performed four times on January 8 – 10, 2008.

All activities of the Festival are designed for the students who annually represent about 150 high schools throughout the state. Every year people ask if any of the performances are open to the public. They are not. With the exception of the All-State performance, all performances at the Festival were presented at the home schools before being chosen to perform at Festival. Therefore, parents and relatives have had the opportunity to see the performances before the Festival. As this is not the case with the All-State performance, the Festival has made the opportunity available for relatives of All-State company members (cast, crew, orchestra and staff) to see the show. In the past, registered participants, exhibitors and college reps have been unable to see this show because the ticket demand exceeds our seating capacity and it is unrealistic to add another performance.

As the All-State director has already informed you, your family will be given 4 tickets to use for your family, relatives and friends. These tickets are ONLY for the Thursday, January 8th, 2009 performance at 8p.m. in the Festival Theatre at Krannert Center at the University of Illinois, Champaign. Please use the enclosed order form for your tickets. Tickets must be ordered through co-producer Bridget Sundin at the November All-State rehearsal weekend. Ordered tickets will not be mailed to you, but a confirmation will be sent. Tickets may be picked up the day of the performance between 5:30pm and 7:45pm in the lobby of the Krannert Center for the Performing Arts on the University of Illinois campus. All tickets are reserved seating.

Frequently, due to weather or illness, a member of your party may decide not to attend. We would appreciate it if you would call our ticket office and notify us of any changes. Prior to January 7, call 847-635-6347. On January 8 through 10, please call 217-333-2880. On January 7, the ticket office will be closed while the tickets are moved to the on-site ticket office.

If you have any other All-State ticket questions please call the ticket office at the numbers above.

Sincerely,

Kurt W. Steinhauser
IHSTF Box Office Manager

KWS/bs

TICKET ORDER FORM
ALL-STATE PERFORMANCE
HAIRSPRAY

Name: _____ Home Phone: _____
(In case there is a question
about your order)

Circle one: All-State Cast All-State Crew All-State Orchestra All-State Staff

I would like to order _____ (maximum 4) tickets for my family to see HAIRSPRAY on Thursday, January 8, 2009, at 8pm in Krannert Center for the Performing Arts, University of Illinois at Urbana-Champaign.

Tickets will not be mailed to you. They will be available for pick-up in the lobby of the Krannert Center for the Performing Arts on the University of Illinois campus between 5:30pm and 7:45pm on Thursday, January 8, 2009.

Please return this form to Co-Producer Bridget Sundin at the November All-State rehearsal weekend.