

44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
Take Flight

PLANNING COMMITTEE SEPTEMBER MEETING AGENDA

Saturday, November 17 (8:30am Play Selection & Workshops / 12:30pm Full Committee)

Sunday, November 18 @ 10:00am

Krannert Center for the Performing Arts

SATURDAY MORNING, NOVEMBER 17, 2017

8:30 – Play Selection (Mark & Joey) meets with Annaliisa, Kurt, Aimee-Lynn, Kevin, Vic, & UIUC tech rep(s) to review and schedule performances.

9:00 – Workshops (Tom & Katherine) meet to establish and proof the schedule.

SATURDAY AFTERNOON, NOVEMBER 17, 2017

12:30 – Remainder of the Committee Members arrive for planning meeting. Lunch will be served. We will have a working lunch to finish proofing the items on the list below.

1:00 – Full Committee Convenes

Voting Members in Attendance:

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

Non-Voting Members in Attendance:

- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Dylan Dewitt, Cody Rogers, Madison Gillis, Sarah Esparza, ISU Student Committee
- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- Aimee-Lynn Newlan, ITA
- Judy Swiger, Assoc. Director of Hospitality/Mentors
- Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
- Kevin Long, ITA President

- Maddie Martín, UIUC Tech Coordinator
- J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.
- MacKenzie Sinta and Jackie Ovassapian, UIUC Student Committee
- Tom Mitchell, U of I Dept. of Theatre Rep
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Lisa Lillig, Daniel Pozzebon, Molly Cornyn, David Krupla, UIUC Krannert Staff

- I. Full Committee meets to assign responsibilities for the day.
- II. Approve Minutes from the September meeting
- III. Opening Ceremonies Update
- IV. Report of Play Selection Evaluation Committee
 - A. Number of submissions
 - B. Number of Full-Lengths
 - C. Number of Showcases
 - D. Number of Respondents
 - E. Review slate of shows
 - F. Justify selection (include geography and type of school, equity considerations, breakdown by region, etc)
 - G. Approval of Play Selection Slate of Shows
- V. Workshops - state number and types of workshops still needed.
- VI. Temporary Adjournment to Notify Directors of Selection Status & Solicit Workshops
 - A. Call selected schools to inform directors, confirm dates/times, and relay info for December meeting
 - B. Call schools not selected to inform directors of status
 - C. Call potential workshop presenters to solicit workshops
 - D. Other tasks to be completed at this time:
 1. Auditions – audition schedule
 2. Workshops – continue with schedule
 3. Exhibit - layout
 4. Proofing
 5. Annaliisa and Vic – meet with monitors
- VII. Full Committee reconvenes:
 - A. Review Audition Schedule
 - B. Finalize Proofing
 - C. Move to Sunday agenda items if time allows (beginning with Friday Night Activities & Monitor sections)

- VIII. Adjourn for Dinner
 - A. Adjourn by 5:00 pm
 - B. Group reservation for dinner at Biaggi's at 6:00 pm

SUNDAY, NOVEMBER 18, 2017

10:00 – Full Committee reconvenes – at noon we will take a group picture, and then have a working lunch while we continue with agenda items

- I. “Final” Budget Report
- II. Review December e-mail
- III. Preliminary Registration Report
 - A. Number of attendees
 - B. Number of schools
 - C. Preliminary wait – list numbers
 - D. Review Festival schedule – seat count for each hour (workshops & shows)
 - E. Decide on Wait List Schools
- IV. Check schedule for space conflicts and personnel conflicts
 - A. Workshops
 - B. Auditions – Performance times
 - C. Performances
- V. Committee Updates – What have you accomplished since September? What still needs to be accomplished
 - A. Executive Director
 - 1. Thursday on-site responsibilities:
 - a. Registration areas
 - b. Fest Gear
 - c. Tech
 - 2. Welcomes for Opening Ceremonies
 - a. Executive Director Introduction (Annaliisa)
 - b. Welcome from UIUC
 - c. Administrator Award (VOTE)
 - d. All-State Cast & Crew Walk-Across
 - e. Committee Walk Across
 - f. IHSTF 2020 → Theme & All-State Reveal
 - g. Introduction to performance
 - 3. Friday night Sponsor Reception responsibilities:
 - a. Address sponsors/exhibitors (Annaliisa)

- b. ITA President address (Kevin)
- c. Extraordinary Contributions to the Festival Award (VOTE)
- d. Introduction of 2020 Director (Annaliisa → Vic)
- e. Introduction of 2021 Director (Vic → Judy)
4. Opening Performance program – included in Festival program
5. Sponsors Check-in – location and times
6. Meals for Committee members during Festival
7. Scholarships – Do we have any?

B. All-State

1. Schedule at Festival
2. Distribution of tickets to All-State families
3. College Auditions
4. Ushers
5. Copy deadlines for program
6. Donations
7. December rehearsal / open dress rehearsal
8. Other updates/issues

C. Auditions

1. How many are participating? (total number & Juniors/Seniors breakdown)
2. Number of acting / tech auditions
3. Monitor needs
4. Scheduling
5. Plans for notification of audition times
6. Plans for notification of “callbacks”
7. Power for college reps (permanent solution – power strips, etc.)
8. Lunches for college reps (acting & tech)
9. Breakfast for college reps? (acting & tech)

D. Exhibits

1. Number of exhibits (include college / vender breakdown)
2. Exhibit space layout
3. Update on raffle and other details
4. Needs from other committees
5. Notification to exhibitors
6. Check-in at Noon (confirm set-up time)

E. Technology

1. App set up & update
2. Slide Show of Schools
3. Update on Advertisements
4. Needs from other committee members

F. Hospitality/Mentors

1. Staffing in lounge
2. New sponsor update
3. Refreshment
4. "Table talk" update, or other updates

G. Play Selection

1. Tech meeting December 2rd at 10:00 am
2. Materials from each school for slide show
3. Add-on numbers
4. Ushers needed
5. Plaques
6. House Managers
7. Feedback from directors and house managers / changes
8. Warning labels for shows
9. Remind all that we will hold ALL curtains (except All-State) 5 minutes for rush seating without tickets

H. Promotions

1. Item proofs for each being sold
2. Committee wear?
3. Order totals
4. Needs at Festival (photos for slide show? Mannequins, cash registers, shelving)
5. Staffing needs
6. Deposits of money
7. Cash registers – charge card machine?
8. Monitor t-shirts/tech shirts
9. Wristbands for the dance

I. Workshops

1. Number of presenters
2. Categories and symbols
3. Space issues?
4. Needs at Festival
5. Signage – printing? Who is hanging them up?
6. Monitor meeting
7. Exit surveys

J. Friday Night Activities

1. Dance
2. Plans for activities

3. Sponsors reception

K. Box Office

1. Ticket Party date and time update
2. Counts for Theater Spaces
3. Date for final show info

L. Local Arrangements

1. Update on Festival spaces
2. School registration numbers
3. Special needs? (interpreters, wheelchairs, etc.)
4. Lanyards, boxes, other materials/supplies

M. Representatives/Monitors

1. Monitor numbers
2. Building Supervisors
3. Numbers for each locations
4. Process for monitoring workshops vs. productions
5. Other needs?

N. CPDUs

O. Development

1. Sponsorships Secured
2. Advertising Numbers
3. General Contributions Secured
4. Clif Aldridge Contributions Secured
5. Placement of Ads in Festival Program/Festival App

P. Historian/Documentarian

Q. I.T.A. Liaison

VI. Review/Update list of Packet Contents

A. Sponsor Packet:

- Badges – color-coded for students and sponsors
- Festival program - one per sponsor
- Tickets to performances
- Festival Update
- Festival Survey (online through Annaliisa)
- Certificates (put online – who will make them? Michelle to post?)
- Restaurant list
- Visitor Guide

- Campus Map/Parking

B. Workshop Leader Packet:

- Included Pieces: Badge(s), Campus map/parking ,
- Discontinued Pieces: Welcome Letter, Festival program, Festival Update, Certificates, Restaurant list, Visitor guide

C. Exhibitor Packet:

- Welcome Letter
- Badge(s)
- Festival program
- Festival Update
- Certificates?
- Restaurant list
- Visitor guide
- Campus map/parking

VII. Wait List Update (if necessary)

VIII. Announcements/Updates:

- A. Announcement of IHSTF 2020 Theme and All-State Show/Director
- B. Pre-Festival Meeting: Wednesday, January 9, 2018 – 8:00 pm (Location?)
- C. Post-Festival Meeting – will meet after the All-State performance for a brief meeting in KCPA Orchestra Rehearsal
- D. Change-over Meeting – please begin preparing reports in December because of short turn-around time. Meeting is January 27th at UIUC.

IX. I.T.A. Representative

X. Items to finish the week after the November meeting:

- Put together all pieces of the Festival program to send to designer (Michelle)
- Send out workshop leaders letter (Michelle)
- Send out Principal congrats letter (Mark & Joey)
- Send out Exhibitor letter (Andy & Jason)
- Move schools/exhibitors off waiting list (Michelle)
- Order lanyards, name badge holders, ribbons, etc. (Michelle)
- Get parking info (Michelle)

XI. Review to-do list for December and January

December

- Attend tech meeting for selected productions (Mark, Joey, Annaliisa, Krannert staff)
- Collect med forms and payments for add-ons (Michelle)
- Get engraving info for all Full-Length/Showcases/All-State plaques – all productions get them (Mark & Joey to Michelle)
- Enter add-on registrations by Dec. _____? (Michelle)

- Order production plaques (Michelle)
- Full Committee reviews 1st draft of Festival program (Michelle)
- Pre-registered workshop requests due – if any (Tom & Katherine)
- Digital slideshow submissions due (Teslen & Mike)
- December mailing (email) sent to schools (Michelle & Annaliisa)
- _____ (date) revisions of 1st draft of Festival program due to designer (Michelle)
- _____ (date) sub-committee reviews 2nd draft of Festival program (Michelle, Aimee-Lynn, Kurt, Annaliisa, Vic, Nathaniel) -*ITA 2nd VP must see 2nd and subsequent program drafts
- _____ (date) Revisions of 2nd draft of Festival program due to designer (Michelle)
- Post the following items on the website: (Michelle & Aimee-Lynn)
 - o Participation guidelines
 - o News Release
 - o Plan Your Festival Schedule
 - o Parking info/maps
 - o Festival Program
- Assign pre-registered workshops and notify schools (tickets needed???)
- Confirm UIUC student security plan, EMT (medical), interpreters (if needed) and other personnel for Festival (Michelle)
- College Auditions schedule posted (Michelle B, Clare, & Michelle)
- Email notification to schools re: All-State & Opening Performance assignments (Dennis & Wendy)
- Post preliminary Festival schedule, including schedule at a glance (Michelle)
- _____ (date) designer sends 3rd proof of Festival Program (Michelle)
- _____ (date) Final Approval of Program (Annaliisa & Michelle)
- _____ (date) Sub-committee reviews 3rd/final proof (Michelle, Aimee-Lynn, Kurt, Annaliisa, Vic, Nathaniel)
- _____ (date) Revisions of 3rd/Final of Festival program due to designer
- _____ (date) Festival Program to printer (Michelle)
- Start keeping track of changes to be included on program addendum sheet
- Print certificates if any (who will handle this?)
- Print name badges (exhibitors, workshop leaders, sponsors, Committee)
- Stuff lunch ticket envelopes
- Prepare arrival packets
- Prepare 8.5x11” signs for rooms for each Workshop (check with UIUC about procurement. Monitors put them up.) – Who makes them?
- Lobby Signs
- Program cash registers?

Between Holiday

January 2nd or 4th

- Ticket Party @ ITA Office or Reavis?

January 7th (Monday)

- Tech load in on Saturday? (confirm)
- 1/7: most All-State Staff & Tech arrive at UIUC
- 1/7-1/9: UIUC staff stuff programs into school packets

January 9th (Wednesday)

- Registration materials moved to KCPA Studio Theatre
- Festival Planning Committee meeting at 8 pm in Orchestra Rehearsal Room
 - o Review Festival Program for corrections/changes for Festival update page
 - o Review of tasks to complete Thursday from 9 am – 4 pm

January 10th (Thursday)

- Print Festival update page and stuff in arrival packets prior to 2 pm
- Post update info on special media and lobby slide show
- Full-Length/Showcase ticket stuffing (9 am- noon)
- Set up exhibit area
- Set up FESTGEAR
- Registration begins at 4 pm

January 10th-12th (Thurs-Sat)

- FESTIVAL!!!!

January 12th (Saturday)

- Post-Festival Committee Meeting following final All-State performance
- Post-Festival Committee Dinner for those who wish to join – TBD

XII. Other Items

XIII. Finalize Proofing of Festival Program as needed

XIV. Adjourn (estimate – 4:00 pm, but could be earlier depending on how far we get on Saturday)