

## 44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL

*Take flight*

### **PLANNING COMMITTEE JUNE MEETING AGENDA**

**Friday, June 15, 2018 @ 8:45 AM (Tours) / 12:00 Noon (Main Meeting)**

### **PRODUCTION, WORKSHOP & AUDITIONS TOURS:**

8:45 am: Meet at KCPA

9:00 am: Tour KCPA

9:40 am: Tour Spurlock Auditorium

9:50 am: Tour Alumni Center ballroom & lounge

10:00 am: Tour Levis Center

10:15 am: Play Selection splits to meet Greg Burdette in KCPA lobby to head to Foellinger Auditorium, Lincoln Hall Theater & 112 Gregory Hall (theater), and then Armory Free Theater (time permitting)

10:30 am: Workshops & Auditions go to Illini Union

11:20 am: Workshops & Auditions go to Wesley Foundation/other buildings (time permitting)

By Noon: Everyone back at KCPA for lunch & meeting

### **PLANNING COMMITTEE MEETING:**

12:00 pm - 5:00 pm, Lunch + Committee Meeting

(please arrive early so that we can begin as close to noon as possible)

### **Voting Members in Attendance:**

- Annaliisa Ahlman, Executive Director (2019)
- 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, Assoc. Director of Auditions
- Mark Begovich & Joey Fitzpatrick, Assoc. Directors of Play Selection
- Teslen Sadowski, Assoc. Director 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

### **Voting Members Absent:**

- Nathaniel Haywood, Executive Director Emeritus (2018)
- Clare McConville, Assoc. Director of Auditions
- Michael Karrasch, Assoc. Director of Technology

### **Non-Voting Members in Attendance:**

- Judy Swiger, Assoc. Director of Hospitality/Mentors
- Michael Vetere, ISU Dept. of Theatre and Dance Rep

- Michelle Marquart, U of I/Local Arrangements – Program Coordinator
- Tom Mitchell, U of I Dept. of Theatre Rep.
- Dylan Dewitt, Cody Rogers, Sarah Esparza, ISU Student Committee
- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep
- Lisa Lillig, Daniel Pozzebon, Molly Cornyn, UIUC Krannert Staff
- Beth Ann Barber, ITA Liaison
- Allan Kimball & Kevin Long, ITA President and ITA President (elect)
- Aimee-Lynn Newlan, ITA

### **Non-Voting Members Absent:**

- Dennis Anastasopoulos & Wendy Taylor, Assoc. Director of Box Office
- Madison Gillis, ISU Student Committee
- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- 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

### **I. Introductions**

- A. Welcome
- B. Planning Committee Contact Sheet Update
- C. Note on Time - We are hoping to finish all business by 5:00 PM, but we will need to go longer if we do not finish by that time. In recent years this has become a one-day meeting, but it will only work if we keep pushing toward decisions in a timely fashion.

### **II. Approval of March Minutes**

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

#### **A. Executive Director**

1. Postcards
  - a. School postcard review
  - b. Exhibitors' postcard review
  - c. Logo
2. Festival Program
  - a. Program Book – Just “Festival at a Glance” & the App
  - b. “Festival at a Glance” – color paper
  - c. Key of symbols for types of workshops
3. Opening Ceremonies
4. Budget Update
5. Inclusion focus

#### **B. All-State**

1. Producers' Update
2. Design Update
3. Auditions Update
4. Company Budget Update (if necessary)

#### **C. Play Selection**

1. Update on Online Forms (Director's Application, Respondent Form, etc.)
2. Update on Respondent Process
3. Update on facilities available for performances

4. Region 6 Inclusion Ideas
5. Race/ethnicity Inclusion Ideas
6. Limit on Production Additions to School Registration
7. Other?

D. Promotions

1. Company Selection
2. New Products / Cancelled Products from 2018
3. Committee wear ideas
4. Monitor / Tech Crew shirts (sponsored?)

E. Auditions

1. Update on room availability and facility needs
2. GetAccepted or other “green” plan?
3. Potential Timeline Adjustments (Necessary for increase in tech interview #s?)
4. Accompanist
5. Other

F. Exhibits

1. Locations / Exhibit Space Layout
2. Collection of school photos?
3. “Take Flight” Snapchat filter
4. Other Exhibit updates/changes

G. Workshops

1. Pre-registered workshops and/or specific workshop ideas
2. Update on space availability
3. Update on workshop categories & online form
4. Other

H. Development

1. Update: Ideas for Generating Donations & Sponsorship
2. Update: Sponsorship of Performance Spaces
3. Other grants and moneys

I. Local Arrangements

1. Student Participation Guidelines (?)
2. EMTs
3. Lanyards 2019
4. Update on Online forms for Auditions
  - a. Auditions: Actor & Tech Audition/Interview forms
  - b. Exhibits
  - c. Play Selection
  - d. Workshops
5. Receipts and payments for committee members
6. PARKING – Festival
7. Media release info/wording – university specific

J. Mentors/Hospitality – Progress Report

K. Student Representatives

1. Update on Ideal Numbers, Organization/Setup of Volunteers, etc.

2. Update on Friday Night Activities
3. Improv

L. ISU & UIUC Representatives

M. ITA Liaison & ITA Executive Director

1. Scholarship opportunities
2. Other?

N. Historian/Documentarian/Continuity

IV. Proofread/Change Fall Web Postings

- A. ITA Letter
- B. Important Dates
- C. Executive Director Letter
- D. Information for Students pages
- E. Tech Olympics
- F. Auditions
- G. Workshops
- H. Play Selection
- I. Medical/Media release form
- J. Graduate credit ?
- K. Hotels
- L. Committee List
- M. Workshop Letter and Application Form
- N. Exhibits, Vendor Form
- O. Play Selection Letter and Application Forms (setting dates for application)
- P. Development page

V. Future Meetings

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

VI. Adjournment