

**44th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL**

# *Take flight*

**PLANNING COMMITTEE SEPTEMBER MEETING MINUTES**

**Sunday, September 9, 2018 @ 10:10 AM**

**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, ISU Student Committee
- Britnee Kenyon, ITA Liaison & Assoc. Director of Hospitality/Mentors
- Aimee-Lynn Newlan, ITA

**Non-Voting Members Absent:**

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

- I. Introductions - Everyone introduced themselves and let us know what they were doing non-festival, Annaliisa let everyone know that the U of I reps would call in later, as they

were busy with an event at U of I.

II. Approval of June Minutes - Ryan moved to approved the minutes, Katie seconded, motion passed

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

A. Executive Director

1. Festival Update -- We discussed inclusion and Annaliisa encouraged all committee members to do their best to continue inclusion, use best practices of communication and to attend ITA events.
2. Opening Performances - Annaliisa explained some of the problems with the opening ceremony and will continue to work on this. Ariel Dance is the back-up
3. Reminders for registration -- No more than 40 per school and Schools only!
4. We discussed the need for ISU & U of I faculty to attend every meeting. The consensus was that the non-festival school had less need to attend physically.
5. Annaliisa asked everyone to double check chronologies so that we can stay on track moving forward
6. We need to submit award nominations to Annaliisa by Nov. 1 for distribution and discussion at Thanksgiving meeting
  - a. Administrative Support
  - b. Extraordinary Contributions
7. We discussed an initial cap for the festival. It was 3600 in previous years. Total attendance was 4500 in 2015 and 5300 in 2017, but in 2017 some of the last schools received no opening ceremony or All State tickets. We do not want to do that this year. A cap of 3200 was decided and we will revisit this number later in the meeting

B. Local Arrangements

1. Room arrangements and ideas for space usage
  - a. performance spaces was discussed. Will Smith be available?. Armoury will be used for performances Friday night and Saturday. We will move Tech Olympics to Illini A/B/C, which will allow us to use Great Hall for performances. 3rd floor Levis can be used for performances with a 165 capacity. We need to strike registration right at 8:30 Thursday from the Studio Theatre to allow load-ins.
  - b. auditions - Band Bldg is best for auditions, with tech interviews in the Armoury Theatre and we need to find a space in Armoury for food. We will use the rehearsal rooms for warm-ups and the hall for holding area
2. Meals during Festival week - Please send receipts to Michelle for reimbursement.
3. Current registration totals - 6 schools are complete. 35 in progress. Total of 626 participants in progress or completed.
4. Amiee-Lynn stated that ITA will pass a balanced budget at the next meeting and is comfortable with our numbers
5. We will keep the sponsors reception at the Union either the Pine Lounge or Ballroom
6. Food trucks were discussed. Status TBD

### C. Play Selection

1. 19 productions have been submitted to date. Only 3 are showcases. Sheet was passed around for committee members to sign up to respond to shows
2. Liz Lerman Method was discussed and our process was altered to make it more “kid friendly” There was discussion regarding changes to this year’s response process and verbiage. All of the comments except for committee only will be sent directly to the director as soon as the form is submitted by the respondent.
3. Region 6 Inclusion Ideas - Amiee-Lynn and Brittney will reach out to downstate schools that have brought shows or attended to talk it up with other schools in their areas
4. Possibility of a U of I Inclusion group
5. Tech changes for performance spaces were discussed
6. Play respondent sign up - There must be at least 1 committee member per production. All committee members are required to attend at least one production!

### D. Workshops

1. Interactive workshops are needed -
2. Soliciting workshops -- committee members were encouraged to contact as many people as they can to solicit workshop leaders as we boke for lunch
3. Update on Friday Night Activities- Improv is at the same venue as before
4. Pre-registered workshops - Tech Olympics -- is pre-registered, but students can also sign up the day of.
5. Krylon may do workshops at their booth. A discussion was had of how the app could help gauge interest in specific workshops before the festival, can we color code as workshops get full, and how to redirect students to other workshops as they fill up. We also discussed the possibility of a light lab set-up for all workshop leaders sponsored by a vendor, so that every lighting teacher wouldn’t have to bring lighting instruments to every workshop

### E. Auditions

1. We are NOT using “Get Accepted” - we will discuss with NIU about this
2. BA/BFA distinction -- will have a workshop to tell the difference, and we will discuss on Saturday will the college reps
3. Monitor needs are the same
4. Auditions would like to see the spaces to be used at the November meeting

### F. Development

1. Update on program ads/ sponsorships - send out emails and will follow up with phone calls. Need help form committee members with personal contacts. No responses to All State letters
2. Update on sponsorships - we need sponsors

### G. All-State

1. Had 1st weekend at Maine East. Ice Cream Social Friday night and Sunday afternoon gathering with parents. 95% of Act 1 blocked and learned. The crew learned a lot. Interns are fantastic. Lots of team-building. Homecoming event at next rehearsal/build weekend. Parent meeting is a good idea - should be continued.

2. Budget update - Good budget wise
3. Company Budget Update - 37 full scholarships and 19 partial from schools, 13 need money from fund (\$3,000.00)
4. Information on December "invited dress" - 6 or 7 pm ish
5. Parent reception - following Thursday Performance
6. Confirm performance times - will be 7:30 Thursday, 2 & 7 Friday, and somewhere between 9:30 - 10, and 2 pm on Saturday - running time is 2 1/2 hours
7. Confirm kill seats - None

#### H. Promotions

1. Examples/Images of products were shown. Going with Stars and Stripes. Black T-Shirts, long sleeve T's and crewneck sweatshirts. A dark blue option was discussed. Will remix numbers to not sell out as soon as in previous years. Will contact Stars & Stripes to discuss reorders. Adding colors to non-shirt items was also discussed
2. Monitor / Tech Crew shirts sponsorships were discussed
3. Committee wear was discussed

#### I. Box Office / Ticketing

1. Date of ticket "party" - Dec 28, Jan 2,3,4 are options. Jan 2 & 4 were most popular
2. Status of ticket printing cost/location, etc - Dennis is printing tickets.

#### J. Exhibits

1. 5 exhibitors signed up so far
2. Update on use/setup of passport raffle will go forward QR code possible
3. Cap for exhibitors will be # of spaces

#### K. Technology

1. Updates -- Social Media Wall was discussed - possibility that Fremd would give it to us for free
2. Tech needs info from sub committees - will send out format

#### L. Mentors/Hospitality – Progress Report

1. Plans for hospitality room - two locations Krannert Room and Choral Room. Will consider round table discussions in Choral Room. Will write up description of round table discussions and forward to committee to get volunteers to lead groups. Food inclusion options for Hospitality Room and Sponsors Reception will be addressed

#### M. ISU & UIUC Representatives

1. Monitor updates - Google Drive between U of I and ISU is all set up. Looking for 110 - 150 volunteers, 12 building monitors (may be increased based on need)
2. Friday Night Activities - Same as before, Life size games etc. Monster DJ is to be coordinated with Michelle. Other ideas are open mic, zumba like activities. Stay with spaces in either the Union or Krannert. School starts on Monday and that may be a problem for Friday Night Activities.
3. Updated gender identity in volunteer Google survey

4. Tech Guidelines will be sent to Michelle to upload.

N. ITA Liaison & ITA Executive Director

1. Gala was great and will be the same weekend next year.
2. Community Theatre Fest will be at Peoria Players Mar 29 -31. Please let any community theatres that you know about the Festival.
3. Kevin Long is new ITA President

O. Historian/Documentarian/Continuity

- Looking for ideas of what to do with 30+ years of sweatshirts? Kurt offered years of logo stuff for us to use.
- How do we archive apps for current years???
- Please update chronologies with Kurt

P. Looking ahead....

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

IV. Future Meetings

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

V. Adjournment - Motion to adjourn by Kevin, Katie seconded. Motion passed Adjourned 3:06 pm