

EXECUTIVE DIRECTOR

CHRONOLOGY

JANUARY

- Attend Festival.
- Meet with graphic artist to discuss design concept for logo.
- Discuss budget/billing procedure with university contact.
- Work with all-state director on audition sites, dates, and university sites.
- Attend Festival Follow-up Meeting (usually last Sunday of January).
- Make sure copies of previous 2 years' spring mailings are available at January follow-up meeting.

FEBRUARY

- Send out agenda for Spring meeting.
- Make sure Follow-up Meeting minutes were sent out
- By February 15th send annual budget request to ISU or U of I contact so that budget can be prepared for March meeting.
- Go over submitted copy for spring mailing.
- Go over submitted budget requests.
- Discuss hospitality needs for spring/summer meetings with local arrangements.
- Follow up on budget and prepare final budget with university contact.

MARCH

- Preside over Spring Meeting of Planning Committee.
- Proof spring mailing.
- Finalize budget.
- Finalize spring mailing.
- Make sure previous 2 years' fall mailings are available at March meeting.

APRIL

- Write and request for letters from the ITA President, State Superintendent, and University Chancellor/President for fall mailings.
- Write Governor for proclamation and invite governor to attend Festival.
- Brainstorm ideas for opening performance and Friday night activities.
- Set up field trips for selection, review, and inclusion in process.

MAY

- Prepare agenda for Summer meeting.
- Make sure that Spring Meeting minutes were sent out.
- Finalize arrangements for visiting facilities in June.
- Write letter of welcome for fall mailing.

JUNE

- Preside over two-day Summer Meeting of Planning Committee. At the meeting, finalize and proof copy for fall mailings.
- Be in contact with Conference Services or Krannert Center to review process for Opening Performance contract and tech rider when secured venue.

JULY - AUGUST

- Trouble shoot any issues.
- Plan agenda for fall meeting.
- Make sure that summer meeting minutes were sent out.
- Finalize plans for opening performance.

SEPTEMBER

- Keep in regular contact with associate directors and university contact.
- Preside over Fall Meeting of Planning Committee.
- Confer with all-state director on budgets and rehearsals.
- Attend ITA Convention.
- Proof copy for confirmation of registration e-mail.
- Make sure copies of previous 2 festival programs and December e-mail are available at September Meeting.

OCTOBER

- Trouble shoot application concerns as they come up.
- Keep in regular contact with associate directors and university contact.
- Be sure that Fall Meeting minutes were sent out.
- Write copy for Festival program booklet.
- Prepare agenda for Thanksgiving meeting and send out.

NOVEMBER

- Keep in regular contact with associate directors and university contact.
- Generate joint letter for executive director and local arrangements director for December e-mail.
- Write general press release for December mailing.
- Keep in contact with opening performance performers.
- Attend play selection meeting (usually Sunday before Thanksgiving or Friday morning after Thanksgiving.)
- Attend 2 day Thanksgiving Meeting of Planning Committee (in some calendar years this meeting is the weekend before Thanksgiving)
- Proof December program copy.
- Proof program booklet and December e-mail.
- Review special plaque orders, if any for corporate sponsors, etc.

DECEMBER

- Keep in regular contact with associate directors and university contact.
- Attend Director/Tech. Director meeting if possible (usually first Sunday in December.)
- Keep on top of registration number.
- Check if budget is on target.
- Finalize last minute arrangements.
- Prepare January Pre-Festival Meeting agenda and send out.
- Be sure that Thanksgiving meeting minutes were sent out.
- Attend Ticket committee all-state and opening performance stuffing party (usually last week of December.)
- Review with Play Selection Committee the need for mature content labeling on ticket envelopes.

JANUARY

- Keep in regular contact with associate directors and university contact.
- Prepare opening remarks.
- Festival Week Responsibilities:
 - Preside over Pre-Festival Planning Committee Meeting (Wed. eve.). Work on Festival Update. Prepare festival feedback form to go in packets. Get names/addresses of people that committee members wish to have you send thank you letters.
 - Prepare and set-up for Festival (Thursday morning/afternoon)
 - Greet and assist with registration (Thursday 3-8 pm)
 - Attend and speak at Opening Festival Performance(s) (Thursday evening)
 - Attend Final All-State Performance (Saturday afternoon)
- Plan agenda for Follow-up meeting and send out to both committees.
- After Festival, write Thank you letters.
- After Festival, write exit report and prepare 30 copies for January meeting.
- Preside over and present exit report at Festival Follow-up Meeting (usually last Sunday of January).

FEBRUARY-MARCH

- Work with university to present final budget.
- See that ITA receives its payment.

(last updated June 2009)