

40th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL
“ignite the PASSION within”

Planning Committee Minutes
Maine East High School
Sunday September 14, 2014

Planning Committee in Attendance:

Brian Alexander, Executive Director (2015)
Carmel DeStefano, Secretary/Executive Director (2016)
Demetrios Pappageorge, Executive Director Emeritus
Karen Hall, All-State Director
Adam Miller, Assoc. Director of Exhibits
Tom Skobel, Assoc. Director of Exhibits
Christopher Thomas, Assoc. Director of Workshops
LaDonna Wilson, Assoc. Director of Workshops
Allan Kimball, Assoc. Director of Auditions
Marty Lynch, Assoc. Director of Auditions
Sandra Smycz, Assoc. Director of Play Selection
Nathaniel Haywood, Assoc. Director of Play Selection
Julie Ann Robinson, Assoc. Director of Promotions
Michael Stephensen, Assoc. Director of Promotions
Kurt Steinhauser, Historian /Documentarian

Non-Voting Committee in Attendance:

Cyndee Brown, ISU Dept. of Theatre and Dance Rep
Sammantha Kosinski, Technical Coordinator from KCPA
Terri Ciofalo, Assoc. Production Director, KCPA
Dr. Valleri Robinson, UIUC Dept of Theatre Rep. in proxy for J.W. Morrisette
Michelle Marquart, UIUC/Local Arrangements - Program Coordinator
Marty Jean Goughnour, Assoc. Director of Development
Aimee-Lynn Newlan, ITA Executive Director
Jonathan Meier, ITA Liaison
David Mor, Student Volunteer Coordinator
Dinah Barthlmess, ITA President

Voting Members Absent:

Andy Sinclair, All-State Co-Producer
Laura Gilbert, All-State Co-Producer
Judy Swiger, Assoc. Director of Hospitality/Mentors

Non-Voting Members Absent:

Daniel Chaim Pozzebon, UIUC/Krannert Center
Tom Korder, Director of Production, KCPA
J.W. Morrisette, UIUC Department of Theatre Rep

Annaliisa Ahlmann, Assoc. Director of Box Office
Megan McCann, ISU Local Arrangements

- I. The meeting was called to order at 10:06 by Brian Alexander. Attendance was taken and each member said his/her name and assigned job.
- II. Approval of Minutes from June meeting - Demetrios Pappageorge moved to accept the minutes. Karen Hall seconded. Motion passed.
- III. Committee Reports
 - A. Executive Director
 1. Festival Update – Brian Alexander reported that the Festival plans are moving smoothly.
 2. Opening Performance will be Thursday 6:00 & 8:30 pm. Brian has spoken with On the Fly Productions out of NYC. He is also checking with Krannert about the construction of free-standing scaffolding for the flying in the performance.
 3. Award Nominations
 - a. Administrative Support – Shannon Hinkle of Effingham H.S. nominated her principal Jason Fox because of his support for the theatre program and all students. The Committee voted to award Jason Fox with the Administrative Support Award.
 - b. Extraordinary Contributions – There weren't any nominations for this award.
 4. Smart phone app – Aimee-Lynn Newlan reported that Brian and she had a conference call with Guidebook.com. Guidebook will set up the entire program in the app.
 - a. The full app program is \$6,000.00. A partial program is \$4,500.00. The cost for the app will be covered this year by the ITA, but it needs to be part of the Festival budget next year.
 - b. Carmel DeStefano and Demetrios Pappageorge questioned if the app could be used for all the ITA activities. Aimee-Lynn will look into that possibility.
 - c. Brian suggests that we still print a program since we are still testing the app out. Aimee-Lynn agrees that we do both because of the advertisement element.
 - d. Demetrios suggested that we have a media specialist position added to this year's Committee. Karen reported that to add a Committee member this year Brian would need the approval of the ITA president. Dinah was in attendance, so Brian asked if he could add a media specialist to the Committee to oversee the app. Dinah gave her approval, and Dennis Anastasopoulos will be added to the Committee as the media specialist.

- e. Christopher Thomas moved that we would establish the program app for this year's Festival. Marty Lynch seconded. Motion passed. We will be cutting the full description from the formal program, saving 23 pages. The full descriptions will be on the app and the PDF posted on the website, suitable for printing.
- B. Development – Report from Aimee-Lynn Newlan
 1. Aimee-Lynn asked the Committee for suggestions on how to increase the number of ads in program? Aimee-Lynn says that the ITA needs to explore a method of procuring ads through Marty Jean Goughnour. Marty Jean is reviewing the last four years of ads to create a hot list. Aimee-Lynn asked the Committee for suggestions on how to increase the number of advertisers.
 2. Aimee-Lynn also asked the Committee on how to increase the number of corporate sponsors; although, the focus should be primarily on advertisers.
 - a. Kurt asked if we could reach out to the colleges and universities outside of our immediate area.
 - b. Aimee-Lynn reported that a solicitation letter for All-State has been created.
- C. All-State – Karen Hall reported that the All-State parent reception will be on Thursday night at the Easton Suites. It will be budgeted and prepared by the All-State Committee.
 1. Karen asked about certificates for the Company members - Aimee-Lynn Newlan said that she could prepare them.
 2. Parent performance will be on Thursday and only Thursday.
 3. Times for the five All-State performances will be on Thursday at 7:30 pm; Friday at 1:30, 7:15; Saturday at 10:15 and 2:30. The show will probably run 2.5 hours.
 4. Laura Gilbert and Andy Sinclair will handle registration for the All-State Company as if it were a school.
 5. Karen asked which meals will served at Music Building vs. Krannert. Also, will the Krannert tech crew eat with the company? Andy & Laura will contact Michelle Marquart to finalize these arrangements.
 6. The orchestra will be using both sections of the pit. The pit is sounding amazing, but they do not have a complete pit.
 7. Annaliisa Ahlmann will pull emergency seats per show as requested by Krannert staff.
 8. The All-State audition went well. Karen really tried to cover the state. There were two upstate and one downstate auditions with 70 called back.
 9. Karen plans that all company announcements will also be sent to the student's sponsor.
 10. Fourteen company members are staying with guests during the rehearsal weekends. The meals are interesting and adapted for the students' medical needs.

11. A patron list has been set for covering meals. Amiee-Lynn will send a letter for the sponsors.
 12. The blocking should be finished by Columbus Day weekend.
 13. The Company was trained by Actors' Gymnasium. The All-State will also be working with Chicago Fly House.
 14. Steve Chessiday is helping to do the illusions. Karen still needs to check with Krannert on the use of fire.
 15. The set is built and is being stored at Maine East.
 16. Karen expressed her gratitude to Aimee-Lynn and Kurt about making it easy to make purchases with debit cards.
 17. There is an increasing conflict with Columbus Day rehearsals. More and more schools are in session on that Monday. The problem needs to be noted for future All-States.
 18. Krannert has received the ground plans.
 - a. A dumpster will be needed.
 - b. The firearms updated policy will be distributed to All-State & play performances. There will be a firearms inspection by the campus police early Friday morning of Festival. There is also a test fog effects test at that time.
 - c. Truck parking will be similar to last Festival.
- D. Auditions – Allan Kimball and Marty Lynch reported.
1. Allan and Marty sent out a suggestion list for the students wishing to audition. They requested that the Committee members please look it over and send suggestions.
 2. LaDonna asked if sponsors should steer their students away from difficult music for the accompanist. Allan Kimball said that would not be a concern for the accompanist.
- E. Exhibits - Adam Miller and Tom Skobel reported.
1. Brian Alexander asked that Committee members make an effort to welcome new exhibitors and make them feel comfortable.
 2. 11 exhibitors are registered. Tom went to the Edta conference and talked to all the major companies. Karen suggested contacting Realtime Solutions.
 3. The lower level of Krannert (level two) is now able to accommodate the electrical needs required by exhibitors. Also, a wi-fi bust may be requested to accommodate the addition need for inter-net access.
 - a. It could be “tech-heaven” with the rolling tech workshops and room for 25 exhibits between the two large rooms on level 2.
 - b. LaDonna Wilson requested using the largest room for workshops.
 4. It was decided to move all the tech exhibits to level 2 to see how it will work. Krannert will create any signage for the tech exhibit move.
- F. Play Selection - Sandra Smycz and Nathaniel Haywood reported.
1. 34 shows submitted. Deadline was extended to September 15th
 - a. 27 full length & 7 showcases
 - b. 10 musicals, possibly 2 original musicals.

- c. 4 student directed
 - d. 2 schools submitted the same show
 - e. 8 first time submissions
 - f. Responders are still needed. A calendar was passed around the Committee to sign up.
 - 2. The play submissions were heavy from region 2, 1 from region 4, 6 from region 5, 0 from region 6.
 - a. Allan volunteered to contact schools in areas 4 and 6. He expressed the problem with finances.
 - b. Demetrios said that Festival has funds set aside to help with cost to bring a production to Festival.
 - 3. A rep from U of I must be at the December meeting to answer questions and concerns about the performance spaces.
 - 4. A memo explaining the selection process is to be included with the ticket packet.
 - 5. The critiques will be sent to the directors.
- G. Promotions – Julie Ann Robinson and Michael Stephensen reported.
- 1. Promotions is going to send a Google-dock link to the logo for the Committee.
 - 2. Julie Ann asked about mannequins for displaying the merchandise. Brian has the FestGear shelving and will bring it to Festival, but Carm will be required to store it for the next Festival.
 - 3. Julie Ann stated that they are looking into Weiskamp and Minerva for printing.
 - 4. A whiteboard is needed to post prices at the FestGear table. Aimee-Lynn said that she will take care of signage if needed.
 - 5. ITA will cover the cover of the tote bag cost.
 - 6. Rubber bracelets will be ordered through Aimee-Lynn for the dance.
 - 7. Monitor shirts should be bright, possibly orange. Aimee-Lynn is working on sponsors to cover the cost for Monitors and tech shirts.
- H. Workshops - Christopher Thomas and LaDonna Wilson reported.
- 1. The categories will be the same as last year.
 - 2. LaDonna request the Committee members to invite former Festival participants for a “Pursuing My Passion” panel. A letter will go out to all the sponsors to get in touch with alumni. They could either just be on a panel or lead a workshop.
 - 3. All workshop presenters are automatically registered at the Festival, but they are not guaranteed performance tickets
 - 4. Money has been allotted for commissioned workshops.
 - 5. Steve Jacobs emailed Aimee-Lynn, and they will work out the details for the pre-registration for the Tech Olympics.
 - 6. Brian spoke with Jim Smith about the involvement of Illinois Thespians at Festival.
 - 7. There’s been no word from Tom Mitchell on the U of I Improv group. LaDonna will check with him.
 - 8. Nathaniel Haywood will check with Anthony Kosar.

9. As of September 13th, six workshops have registered.
 10. LaDonna asked everyone on Committee to contact 5 people to present possible workshop. A break was taken to give members time to call potential workshop leaders.
 11. U of I would like to submit a rolling lighting workshop in the media center.
- I. Hospitality / Mentors – No report, Judy Swiger was not present.
- J. Local Arrangements - Michelle Marquart reported.
1. 38 partially registered and 5 completely registered. 423 people registered.
 2. There is money in the budget for monitor meals. Ordering the food is through Michelle's office. There will be a centralized lounge for student workers. Meals will be delivered to those working auditions and other places.
 3. Program cover review – Brian showed a few options, but didn't like it's boxy look. LaDonna suggested the banners follow the curve of the flame.
 4. LaDonna asked about a possible conflict with the U of I dance department for workshop space on Level 2. Michelle will check the dance department.
 5. Michelle requested a list of the changes made in the packets. Kurt will send it to her.
 6. Aimee-Lynn will get the bags for school registration and send them to Michelle.
 7. Michelle had a meeting with campus parking. The plan is to use F23 on Kirby for the buses. Bagged meters will probably be needed for the tech-staff. Karen will check for All-State staff needs.
- K. Student Representatives – David Mor reported.
1. Friday Night Activities – Attendance at the dance was much higher than anticipated.
 2. David reported that 50 students from U of I has signed up.
 2. David requested the number of monitors needed for each committee and total. (swap desk, auditions, exhibits, promotion, workshops, house managers at non-Krannert spaces)
 - a. Swap Desk requirements –
 1. Friday – 7:30 am – 9:15 am - 8 monitors
 2. Friday – 9:15 am – 12:00 pm – 6 monitors
 3. Friday – 12:00 pm – 8:00 pm – 4 monitors
 4. Saturday – 8:30 am – 10:15 am – 6 monitors
 5. Saturday – 10:15 am – 12:30 pm – 2 monitors
 - b. 10 for Audition
 - c. 2-3 for Thursday night to help locate spaces for exhibitors
 - d. 3-4 works for promotions for Thursday, Friday, and Saturday
 - e. Workshops need someone at each workshop space and 3 people at the Committee Table – minimum of 50.
 - f. House Managers & Door guards at each building – at least 4.
 - g. David will determine how many will be needed according to the venue.

- h. Cyndee Brown asked how many ISU students are needed.
David said at least 15, but they'd take more.
- L. Graduate Courses/CPDU –
 - 1. Aimee-Lynn reported that CPDU will be offered.
 - 2. Cyndi Browne reported that 25 ITA members will be able to take the 2 credit course for free. Register at ISU for \$40.00, and ITA will cover the course cost. Registration will begin in October or early November and must be completed by Festival.
- M. Historian/Documentarian – Kurt Steinhauser reported.
 - 1. Kurt asked if we should designate orchestra and balcony seats for the opening ceremony.
 - 2. Verda will check with the Krannert staff.
- N. ITA Liaison – Jonathan Meier reported.
 - 1. Jonathan reminded Committee members to make sure their ITA membership current.
 - 2. He also reminded everyone to utilize the ITA website and facebook page.
- O. Box Office / Ticketing – Karen will speak with Annaliisa, and she will contact Nicholas at Krannert.

VI. Looking Ahead

- A. Write and proofread emails that need to go out after November meeting. They will be sent out by Sept 29th and the edits should be in by October 22nd.
 - 1. workshop registration confirmations
 - 2. vendor & college registration confirmation
 - 3. school registration
 - a. confirmation
 - b. principal notification for play selection
- B. Surveys – Brian requested that the Committee proof the survey and return by the end of the meeting.
- C. Next meeting - November 22 & 23 – U of I
 - 1. 22nd – 8:30 am = play selection and workshops , 12:30 = Committee
 - 2. 23rd – 9:00 am = committee and hope to adjourn no later than 4:00.
 - 3. Michelle will resend the link to the Eastland Suites.
- D. Important Dates – check chronologies to be sure that each Committee is keeping up with it.
- E. Carm DeStefano should check the “Get Involved” in Festival.
- F. Karen Hall suggested doing something at the reception for Greg & Carole.
Aimee-Lynn suggested we dedicate a moment of silence.

VII. Other Concerns and New Business – None presented.

VIII. Adjournment. Demetrios Papageorge moved to adjourn the meeting, LaDonna Wilson seconded. Meeting was adjourned at 1:58 pm.

Respectfully Submitted by Carmel DeStefano
Recording Secretary, Illinois High School Theatre Festival, 2015

