

## **ILLINOIS HIGH SCHOOL THEATRE FESTIVAL**

### **NOVEMBER 22-23, 2014 MEETING MINUTES**

University of Illinois – Krannert Center for the Performing Arts

#### **SATURDAY MORNING, NOVEMBER 22, 2014**

**8:30 am** – Play Selection Committee met to slate Full-Length and Showcase productions. The session was attended by the following Committee members.

Brian Alexander, Executive Director (2015)  
Carmel DeStefano, Secretary/Executive Director (2016)  
Demetrios Pappageorge, Executive Director Emeritus  
Sandra Smycz, Assoc. Director of Play Selection  
Nathaniel Haywood, Assoc. Director of Play Selection  
Kurt Steinhauser, Historian /Documentarian  
Michelle Marquart, UIUC/Local Arrangements - Program Coordinator  
Daniel Chaim Pozzebon, UIUC/Krannert Center  
Samantha Kosinski, KCPA Student Production Coordinator  
Matthew Brooks, KCPA Student Associate Production Coordinator  
Nicole Bromley, Event Tech Director From KCPA

**9:00 am** – Workshop Committee met to work on the schedule. Christopher Thomas, Assoc. Director of Workshops, La Donna Wilson, Assoc. Director of Workshops, and Matthew Brooks, Student Associate Production Coordinator from KCPA were in attendance.

#### **SATURDAY AFTERNOON, NOVEMBER 22, 2014**

##### **Planning Committee in Attendance:**

Brian Alexander, Executive Director (2015)  
Carmel DeStefano, Secretary/Executive Director (2016)  
Demetrios Pappageorge, Executive Director Emeritus  
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  
Samantha Kosinski, KCPA Technical Coordinator  
Michelle Marquart, UIUC/Local Arrangements - Program Coordinator  
Marty Jean Goughnour, Assoc. Director of Development  
Daniel Chaim Pozzebon, UIUC/Krannert Center  
J.W. Morrissette, UIUC Department of Theatre Rep  
David Mor, Student Volunteer Coordinator  
Kyle Kolling, ISU Student Committee  
Molly Trieline, ISU Student Representative  
Daniel Esquivel, ISU Student Coordinator, 2016  
Shannon Daring, ISU Student Committee, 2016  
Valli Hammer, UIUC/Local Arrangements  
Katie Apperson, ISU: Student Coordinator/Friday Night Events

Voting Members Absent:

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

Non-Voting Members Absent:

Annaliisa Ahlmann, Assoc. Director of Box Office  
Tom Korder, Director of Production, KCPA  
Megan McCann, ISU Local Arrangements  
Jonathan Meier, ITA Liaison  
Dinah Barthlmess, ITA President  
Terri Ciofalo, Assoc. Production Director, KCPA  
Aimee-Lynn Newlan, ITA Executive Director

- I. The meeting was called to order by Brian Alexander at 12:55 pm. After each Committee member stated his/her name and subcommittee,
- II. The minutes were emailed to all Committee members before the meeting and corrections were submitted and recorded.
  - A. No other corrections were submitted.

- B. Christopher Thomas moved to approve the September meeting minutes. Demetrios Pappageorge seconded the motion. Minutes were approved.

III. Play Selection - Brian Alexander turned the meeting over to the Play Selection Committee to announce the proposed slate of shows for this Festival. Committee report given by Sandra Smycz and Nathaniel Haywood

- A. There were many more shows from region two than the other regions. First time that region six has submitted a show, because of Allan Kimball's effort.
- B. 15 full-lengths and 6 showcases were slated.
- C. Sandra asked if there was a definite policy about added students or chaperones. Brian stated that there is no definite policy, but if a school is bringing an orchestra, they don't have to register. We need medical/media release forms from them.
- D. Allan Kimball moved to approve the slate of shows presented by the play selection committee. Marty Lynch seconded. Motion approved.

Temporary adjournment was called in order to notify directors of selection status. The Committee reconvened at 2:07 pm.

IV. Proofing of the Printed materials

- A. Brian Alexander established an assignment breakdown for proofing.
- B. Proofed items:
  - 1. Festival program
  - 2. Items sent out after the November meeting
  - 3. Items to be posted in December.
- C. Proofing session completed at 2:25 pm.

V. Student Monitor report given by David Mor

- A. David requested the breakdown of student monitors needed.
  - 1. 6 for Auditions
  - 2. 3 for Thursday night's check-in
  - 3. 2 at Fest Gear + 2 from U of I (9:00 am -? closing of Krannert)
  - 4. 100-120 Workshops
  - 5. At Least 2 per show
  - 6. 3-4 for parking or a big sign during the day on Friday
  - 7. 8 for Swap desk for the first two hours of Friday. 4 to 6 needed for the rest of the day. 6 needed for the first hour on Saturday. 2-3 needed until 11:00 am.
- B. Cyndee Brown reported that the ISU monitors will arrive at 7:00 am on Friday. Two representatives will attend monitors' meeting on Thursday afternoon.

- VI. Review Audition Schedule reported by Allan Kimbell and Marty Lynch
  - A. 30 Tech portfolio presentation - 8:00 am – 11:20 am
  - B. 112 acting auditions - 8:00 am – 2:20 pm
  - C. Allan reported that there may be more from the waiting list sign up. We will wait until the end of next week.
  - D. The auditions have been moved to Smith Hall, room 25, to allow for another performance space.
  
- VII. Head count for each time slot report was tabled until the workshop schedule was more complete.
  
- VIII. Festival App reported by Dennis Anastasopoulos
  - A. Dennis reported that the app is up and running. It is just awaiting the breakdown of the program schedule.
  - B. LaDonna Wilson asked if certain people have access to Twitter and the App. to make changes in the schedule. Dennis said he can give access whomever needs it.

The meeting was adjourned for dinner at 4:30 pm.

### **SUNDAY, NOVEMBER 23, 2014**

#### **Planning Committee in Attendance:**

Brian Alexander, Executive Director (2015)  
Carmel DeStefano, Secretary/Executive Director (2016)  
Demetrios Pappageorge, Executive Director Emeritus  
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 Kimbell, 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  
Samantha Kosinski, KCPA Technical Coordinator  
Michelle Marquart, UIUC/Local Arrangements - Program Coordinator  
Marty Jean Goughnour, Assoc. Director of Development  
Daniel Chaim Pozzebon, UIUC/Krannert Center  
J.W. Morrisette, UIUC Department of Theatre Rep  
Annaliisa Ahlmann, Assoc. Director of Box Office  
David Mor, Student Volunteer Coordinator  
Matthew Brooks, KCPA Student Associate Production Coordinator  
Kyle Kolling, ISU Student Committee  
Molly Trieline, ISU Student Representative  
Daniel Esquivel, ISU Student Coordinator, 2016  
Shannon Daring, ISU Student Committee, 2016

Voting Members Absent:

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

Non-Voting Members Absent:

Tom Korder, Director of Production, KCPA  
Megan McCann, ISU Local Arrangements  
Jonathan Meier, ITA Liaison  
Dinah Barthlmess, ITA President  
Terri Ciofalo, Assoc. Production Director, KCPA  
Aimee-Lynn Newlan, ITA Executive Director

The Festival meeting was reconvened by Brian Alexander at 9:10 am on Sunday.

- I. Budget Report – Michelle Marquart and Brian Alexander stated that at this point the Festival is within budget, so unless there is a specific question, an item by item review will not be reported.
- II. Preliminary Registration Report given by Michelle Marquart
  - A. There are 3,600 attendees registered from 140 schools.
  - B. 224 additional students and 35 additional chaperones were needed for the Full-Length and showcase productions chosen.

### III. Committee Updates

#### A. Executive Director report as conveyed by Brian Alexander

1. On-site set up responsibilities:
  - a. The Committee will report at Krannert Center on Wednesday, January 7<sup>th</sup> at 8:00 pm and 9:00 am on Thursday.
  - b. Registration starts at 4:00 pm in The Studio.
  - c. Everyone on the Committee will walk across the stage for the first Opening Ceremony and attend the second. Brian requested that all Committee members should dress professionally. He will welcome everyone and introduce the All-State walk-through.
2. Friday night Sponsor Reception responsibilities:
  - a. The Chancellor will welcome everyone to U of I.
  - b. Brian will address sponsors/exhibitors and present the administrator Award.
  - c. Dinah Barthlmess will give the ITA President's address.
  - d. Carmel DeStefano will introduce the 2016 All-State director and the Executive Director for 2017.
3. In addition to vendors and others who need to be acknowledged, Brian requested the contact information of each Committee's supervisor(s). Please send this information in the next two weeks, so he can write any a thank you letter to those individuals.
4. Opening Performance – Brian reported that he is finalizing the contract and arrangements for “On the Fly.” He also decided that instead of printing a separate program, the information for the performance will be included in the Festival program.
5. Sponsors Check-in will begin at 4:00 pm in the Studio Theatre.
6. Meals –
  - a. Michelle Marquart will order box lunches from Michaels for the Committee, or the members will submit receipts to her after the Festival.
  - b. Pizza will be available for Monitors during the Thursday Monitor meeting. Lunch for Friday and Saturday will be provided in a centralized location. David Mor will find a location Michelle will order the meals.
7. Scholarships – Since Waukegan High School did not get their paper work in, no scholarship will be awarded.

#### B. All-State – A conference call was placed to Karen Hall.

1. Schedule at Festival – The All-State Company will move in Monday. Tech-rehearsal will begin on Monday evening. The orchestra will arrive

on Tuesday night. Karen requested the specific hours that the All-State can be in Krannert.

2. Each Company member may order up to four tickets for the Thursday night All-State performance. The Company members' orders will be collected this weekend. It is anticipated that 420 tickets will be needed.
3. The College Auditions are set for the All-State students. The acting auditions will be completed by 8:45 and the tech presentations by 9:00 am.
4. Kurt reported that the non-running tech student have sometimes assisted with seating Karen remarked that she would prefer that monitors do it. The ten Krannert staff members should be able to handle it.
5. The copy for the program is almost complete. All that is needed are two staff and one company member's names.
6. Donations – Karen would like to include an in-kind ad for corporate contribution. Marty Jean will look up the percentage and pass it on Andy Sinclair and Laura Gilbert. Donations totaled \$2900. Karen reported that the fundraising helped but the budget is still tight.
7. Cast wise the show is complete. The set has been done since Labor Day. The crew is finishing the illusions.
8. Ian Garrett has agreed to be sound designer. He has made contact with Krannert staff about the facility and equipment.
9. The costumes are wonderful. It has been a great learning experience for the students. Each member of the costume crew was in charge of a costume to design and build.
10. Karen is hoping for a donation of percussion equipment from the U of I Music School. Daniel Chaim Pozzebon will send contact information to Karen.
11. Truck rental. – The plan is to load on December 30<sup>th</sup> and leave the set on the truck. The All-State is looking for a donation of a semi-truck.
12. Michelle Marquart asked about parking needs for the company. Karen requested what is usually allotted for the company, but said that most of the staff will be on the bus with the students. She asked Michelle to email Andy Sinclair and Laura Gilbert with the information.

C. Auditions - Allan Kimball and Marty Lynch reported

1. There are 112 registered for acting auditions.
2. 28 students are registered for the tech portfolio presentation
3. Eight monitors will be needed.
4. The notifications to those participating will be on the website by the December 12<sup>th</sup>.
5. Allan Kimball asked about power for college reps' computers.

- a. LaDonna Wilson suggested looking into using orchestra pit snakes (power cords) in the Smith Hall, room 25 and Krannert Studio 2AB.
    - b. The Krannert staff will take care of it.
  - 6. Allan also reported that the tips for auditioning is up on the website.
  - 7. He also reminded Michelle that lunches for college reps attending the acting auditions and breakfast for both acting and tech college reps are needed.
  - 8. Michelle Marquart will take care of creating signs for registration and location directions.
- D. Exhibits – report given by Tom Skobel and Adam Miller
  - 1. 56 exhibitors are registered.
    - a. 43 colleges are signed up.
    - b. 13 vendors
  - 2. The layout of the Krannert Lobby and the second floor Tech World is completed.
    - a. The layout will be set up in Vector Works.
    - b. The Committee was conscious of separating competitive vendors.
  - 3. The deadline for the slideshow submission is December 19<sup>th</sup>.
    - a. Krannert will provide the projector and screen.
    - b. Adam would like to add selfies of activities during Festival. He will give the monitors guidelines to send pictures.
- E. Hospitality/Mentors – Judy Swiger was not in attendance; she submitted her report to Brian Alexander.
  - 1. Judy reported that she has only received a few emails and/or calls from sponsors attending Festival for the first time.
  - 2. She will contact Michelle and get the names of any other new sponsors.
- F. Play Selections – The report was submitted by Sandra Smycz and Nathaniel Haywood.
  - 1. The tech meeting is scheduled for December 7<sup>th</sup>.
    - a. Everyone will meet in the Kannert lobby at 10:00 am. The tour should last until 12:00 pm.
    - b. Daniel Pozzebon, all the other tech directors from Krannert, and a representative from each performance venue will be in attendance.
  - 2. Sandra and Nathaniel will remind the directors to submit materials for the slide show.
  - 3. The Committee will send what copy needs to appear on the plaques to Michelle.
  - 4. David Mor will take care of assigning and scheduling house managers.

5. Warning signs for adult content will have to be made for *Trust, Funny Thing Happened on the Way to the Forum*, and *Next to Normal*.
  6. It is Festival policy to hold ALL curtains (except All-State) 5 minutes for rush seating without tickets
- G. Promotions – Julie Ann Robinson and Michael Stephensen reported.
1. Julie Ann questioned about the deposits of money. Conferences & Institute will handle it. Michelle will make sure there are more singles this time.
  2. Monitor t-shirts/tech shirts – order/size numbers are in. Julie Ann will contact Aimee-Lynn about a possible donation to cover the cost. Tech staff will be black. Monitors’ will be red.
  3. The wristbands for the dance have been ordered and are in. There are 1,000 at a cost of \$192.75.
  4. Julie Ann will supply a white board for the prices. Michelle will make a sign for FestGear.
- H. Workshops – The report was given by LaDonna Wilson and Christopher Thomas.
1. La Donna expressed the need for more classrooms especially ones with whiteboards with desks. There is not enough space for all the Friday workshops.
    - a. A space is needed for a workshop on making break-away glass
    - b. LaDonna asked if it would be possible to use the Studio’s women’s dressing room for makeup workshops.
  2. The Krannert staff will take care of making and posting all the signage.
    - a. Sami Kosinski and David Mor will take care of signs for each workshop.
    - b. “Yes, size does matter,” said J.W. Morrisette when commenting on making sure the signage is visible.
- I. Friday Night Activities –
1. David Mor reported that the DJ for the dance is hired.
  2. Brian Alexander remarked that the sponsors need to be notified about the removal of alcohol from the menu prior to the reception. It will be included in the December email.
  3. Michelle Marquart remarked that the head of the Theatre Department will be invited to the Sponsors’ Reception and perhaps welcome the sponsors.
  4. David reported that the Friday movie will be *Frozen*.
  5. The Zoo Improv will perform from 8:00-9:30pm, and from 10:00-11:30 pm, the Improv Mafia will perform.
  6. Monitors needed –
    - a. Eight monitors for the improv

- b. Eight monitors for the dance
  - 7. Michelle Marquart also remarked that she has reserved the billiard room.
  - 8. There was a discussion on a possible open mic in the Union. No decision made.
  - 9. Michelle needs blurbs on any additional activities by the end of the week.
- J. Local Arrangements – The report was given by Michelle Marquart.
  - 1. Michelle remarked that that the Levis Center, TV and Design Studio are not available this year.
  - 2. According to registration there is one blind student with an attendant and one in a wheel chair.
  - 3. The lanyards, tote bags, other materials/supplies have been ordered and the ribbons will be ordered by the end of the week.
    - a. Tote bags will replace the boxes. ITA will cover the cost.
    - b. The wristbands are already in
  - 4. Brian reminded the Exhibit Committee that if there are new companies, send their information to Judy Swiger.
  - 5. Michelle will book some hotel rooms just incase they are needed for the ISU student monitors. Cyndee Brown reported that as of now there are fifteen students.
    - a. Michelle will bag meters for ISU students.
    - b. The count is 6 at \$21 a day.
  - 6. Daniel Pozzebon remarked that for the purpose of loading and unloading there is a space in the blue parking area outside of Krannert.
  - 7. Michelle Marquart requested a count on parking passes for the Krannert tech crew. Sami Kosinski said they will get the numbers to her after the tech meeting the first week of December.
  - 8. The Committee will be given hang tags and a few will be able to leave and return.
  - 9. The tickets for the All-State are printed but misspelled. If possible, they will be reprinted by today or by December 7<sup>th</sup> at the latest. Student
- K. Student Representatives/Monitors
  - 1. The lunch pick-up for the student monitors will be located in Ensemble A.
  - 2. Student monitors are still needed.
- L. Graduate Credits/CPDUs – Cyndee Brown reported that one course is offered on the Festival experience. The cost is free, but there is a registration fee.
  - 1. The course is capped at twenty-five students.
  - 2. The registration is a bit cumbersome.
  - 3. If interested, contact Cyndee at [Clbrowne3@ilstu.edu](mailto:Clbrowne3@ilstu.edu)
- M. Development – Marty Jean Goughnour gave the report.

1. Corporate Sponsorship donations were at \$3,700 last year and \$5,500 for this year.
  2. The shirts for monitors and tech staff will be covered.
- N. Historian/Documentarian – Kurt Steinhauser had nothing to report.
- O. Box Office – Annaliisa Ahlman gave the report.
1. Assigning All-State and preparing Open Performance tickets will take place on Dec. 29<sup>th</sup>.
  2. Annaliisa reported on the number of seats available for the Full-Lengths and Showcase performances:
    - a. 3, 116 for Friday morning.
    - b. 4,000 for Friday afternoon. Kurt Steinhauser remarked that the 12:00-1:30 time slot has to be covered by workshops.
    - c. 4,000 for Friday evening.
    - d. 4,000 for Saturday morning
    - e. 950 for Saturday afternoon (Only the All-State performs)
  3. Opening Performance has 1848 seats per show for a total of Total 3696.
  4. There are 171 All-State tickets not assigned to anyone, and there are 400 on the waiting list.
    - a. If we let in 100 more, they may not be able to attend the opening performance.
  5. Moving six schools from the waiting list to the registered school list was approved will increase our total attendance by 99.
- P. I.T.A. Liaison – No report given.
- IV. Review/Update list of Packet Contents – The Committee reviewed the schedule printed in the agenda.
- V. Demetrios Pappageorge moved to adjourn the meeting. Marty Jean Goughnour seconded. The meeting was adjourned at 12:45 pm.

Respectfully Submitted,

Carmel DeStefano  
Recording Secretary, IHSTF 2015

