**45th ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL**

*I Still Believe*

PLANNING COMMITTEE MEETING

**Saturday, November 23 8:00am Play Selection/Workshops 12:00pm Full Committee**

**Sunday, November 24 @ 8:00am ISU Alumni Center**

**SATURDAY MORNING, NOVEMBER 23, 2019**

**8:00** – Play Selection (Ryan & Danny) meets with Vic, Annaliisa, Judy, Aimee-Lynn, Vic, & ISU

tech rep(s) to review and schedule performances.

**9:00** – Workshops (Jessica & Katherine) meets to establish and proof the schedule.

**SATURDAY AFTERNOON, NOVEMBER 22. 2019**

**11:30** – Remainder of the Committee Members arrive for a working lunch to finish prior to the planning meeting.

**12:00** – Full Committee Convenes

**Voting Members in Attendance:**

- Vic Pilolla, Executive Director (2020)

- Annaliisa Ahlman, Executive Director Emeritus (2019)

- Judy Klingner, Secretary/Executive Director (2021)

- Katherine Apperson & Jessica Keuth-Rahtjen Assoc. Director of Workshops  
- Jessi Lim & Kim White, Assoc. Directors of Promotions  
- Jason Stevens & Ken Ruffalo, Assoc. Directors of Exhibits

- Andy Simon, Assoc. Director of Auditions

- Michelle Bayer, Assoc. Director of Hospitality/Mentors  
- Ryan Lambert & Danny Yuska, Assoc. Directors of Play Selection  
- Mike Karasch & Hector Hernandez, Assoc. Director of Technology

- Kevin Vernon & Marty Lynch, Assoc. Directors of Development

- Nathan King, All-State Producer  
- Allan Kimball, All-State Director  
-David Morrison, Assoc. Director of Auditions (via Phone)

**Non-Voting Members in Attendance:**

- Megan McCann, ISU/Local Arrangements – Program Coordinator

- Wendy Taylor & Mark Wayne, Assoc. Directors of Box Office

- J.W. Morrissette, & Tom Mitchell, U of I Dept. of Theatre and Dance Rep.

- MacKenzie Sinta & Jacklyn Ovassapian, UIUC Student Committee

- Cody Rogers, Sarah Esparza, Dylan DeWitt, Madison Gillis, ISU Student Committee

- Jimmy Chrismon, ISU Dept. of Theatre and Dance Rep

**Voting Members Absent:**

-Paul Dombrowski, Assoc. Director of Hospitality/Mentors

**Non-Voting Members Absent:**

- Kevin Long, ITA President  
- Aimee-Lynn Newlan, ITA

I. Full Committee meets to assign responsibilities for the day.

II. Approve Minutes from the September meeting

1. Vernon moved to accept the minutes.
2. Apperson seconded.

III. Opening Ceremonies Update

1. Vic reports that Under the Streetlamp is officially contracted for the Opening Ceremonies.

IV. Report of Play Selection Evaluation Committee

1. Number of submissions

1. 33 with 2 withdrawals

B. Number of Full-Lengths

1. 12

C. Number of Showcases

1. 6

D. Number of Respondents

1. 37

E. Review slate of show

F. Justify selection (include geography and type of school, equity considerations, breakdown by region, etc)

G. Approval of Play Selection Slate of Shows

1. Apperson moved to approve the slate of plays

2. Vernon seconded

V. Workshops - state number and types of workshops still needed.

1. 96 workshops are currently registered.

2. Looking for more musical theatre sessions

3. Looking for more costume/make-up workshops

4. Looking for playwriting workshops

VI. Temporary Adjournment to Notify Directors of Selection Status & Solicit Workshops

A. Call selected schools to inform directors, confirm dates/times, and relay info for

December meeting

B. Call schools not selected to inform directors of status

C. Call potential workshop presenters to solicit workshops

D. Other tasks to be completed at this time:

1. Auditions – audition schedule

2. Workshops – continue with schedule

3. Exhibit - layout

4. Proofing

5. Vic & Judy – meet with monitors

VII. Full Committee reconvenes: A. Review Audition Schedule

B. Finalize Proofing

VIII. Adjourn for Dinner

A. Adjourned @ 5:30pm

B. Group reservation for dinner at Biaggi’s at 6:30 pm

**SUNDAY, NOVEMBER 24, 2019**

**8:00** – Full Committee reconvenes – at 8 am we will take a group picture

1. “Final” Budget Report
2. Be sure to renew/become ITA member
3. Meghan Reported on the information that is available.
4. Review December e-mail
5. Exhibitors, workshop presenters, and school info emails are all in good shape.

III. Preliminary Registration Report

A. Number of attendees - 4,577 +213 additional for plays that were selected = 4,790

B. Number of schools – 193

C. Preliminary wait – list numbers (+ 135)

D. Review Festival schedule – seat count for each hour (workshops & shows)

E. Decide on Wait List Schools

1. Andy Simon moved that we allow the waitlisted 135 students to register.

2. Katie Apperson seconded.

3. The motion was carried.

IV. Check schedule for space conflicts and personnel conflicts

A. Workshops

B. Auditions – Performance times

C. Performances

V. Committee Updates

A. Executive Director

1. Thursday on-site responsibilities:

a. Registration areas

1. Workshops, Exhibits, ITA – Be at assigned tables

b. Fest Gear – Selling on-site

c. Tech

2. Welcomes for Opening Ceremonies

a. Executive Director Introduction (Victor)

b. Awards

c. All-State Cast & Crew Walk-Across

d. Introduction to performance (UTSL performs 30 minutes)

e. Committee Walk Across

f. 45 years of Executive Directors

1. Nathaniel Haywood is coordinating this.

2. Discussion of carrying signs with names/photos of deceased members of this group.

g. IHSTF 2020 → Theme & All-State Reveal

h. UTSL performs 2nd set

3. Friday night Sponsor Reception responsibilities:

a. Address sponsors/exhibitors (Vic)

b. ITA President address (Kevin)

c. Extraordinary Contributions to the Festival Award (VOTE) Awarded at opening

1. Nominees include Suzanne Aldridge, Sandi Zielinski, and Fred Hoebel

2. Suzanne Aldridge was selected.

d. Administrator Support Award (VOTE) Awarded at opening

1. Nominees include Dr. Zac Chatterton, Kay Harwood, Dr. Jason Pascavage, and Deborah Tracy

2. Deborah Tracy was selected.

3. Discussion of our process for selection. Plans to make the nominees’ names and nominators’ names anonymous during the selection process in the future (Candidate A, B, C, etc.).

4. Michelle Bayer moved that in the future, that the selection of Administrative Support Award will use the following procedure:

* The Executive Director will read all of the nominations as written.
* Nominees and nominators will remain anonymous, although the Executive Director can add valuable information (i.e., suburban vs. city school, size of school, etc.).
* Current IHSTF Planning Committee Members from the schools whose administrator is nominated will recuse themselves from discussion and voting.
* Ahead of the November meeting, the Executive Director must reach out to the previous year’s nominators to ask they want to re-submit nominations for those who were not selected.

5. Ryan Lambert seconded.

6. The motion was voted on and accepted.

e. Introduction of 2021 Director (Vic → Judy)

f. Introduction of 2022 Director (Judy → Ryan )

4. Opening Performance program – included in Festival program

a. Discussion of instruments needed for the Opening Ceremony, costs, logistics regarding Braden (in coordination with the All-State production).

b. Discussion regarding Under the Streetlamp merchandise being sold at Fest Gear. Checking on ITA policy.

5. Sponsors Check-in – location and times - Begins at 4 PM on Thursday, January 9, 2020

6. Meals for Committee members during Festival – Vouchers for 9 meals

7. Scholarships

1. $5,000 was awarded to various schools

B. All-State

1. Schedule at Festival

a. Busing most students down on Sunday, January 5

2. Distribution of tickets to All-State families

a. Invited Dress at 7 PM on Wednesday, January 8

3. College Auditions - 32 All-State ensemble members are auditioning

4. Ushers for Wednesday evening – ISU interns plus Nathan King

5. Copy deadlines for program – Wednesday, November 27

6. Donations – No new info

7. 10 AM on Sunday January 5th, rehearsal at Glenbard North/ open dress rehearsal – email Nathan King

8. Other updates/issues – The show is going very well!!

C. Auditions

1. Participation – 124 acting / 47 tech auditions – Re-opening the window for registering for auditions through December 6.

2. Monitor needs – 1 building supervisor and 5 monitors

3. Scheduling – Considering All-State ensemble members, students who are in shows at Festival, and when the schools are seeing the All-State show.

4. Plans for notification of audition times

5. Plans for notification of “callbacks”

6. Power for college reps (permanent solution – power strips, etc.)

7. Lunches for college reps (acting & tech)

8. Breakfast for college reps (acting & tech)

D. Exhibits

1. 64 exhibits (include 49 college / 15 vendors)

2. Exhibit space layout

3. Update on raffle and other details – add to sponsors’ packets, sized to fit in the lanyard ID holders

4. Notification to exhibitors

5. Load-in at 8 AM.

6. Check-in starts at 10 AM.

E. Technology

1. App set up & update

2. Slide Show of Schools

3. Update on Advertisements

F. Hospitality/Mentors

1. Staffing in lounge

2. New sponsor update

3. Refreshments – a good mix of foods will be offered

4. Roundtables

a. Will be listed as it was in last year’s program.

b. 3 roundtables are planned: Tech Hacks, Share a great show, Tips for Teachers

G. Play Selection

1. Tech Meeting December 8th

a. All directors have been contacted.

b. Will include a discussion of weapon storage.

2. Materials from each school for slide show

3. Add-On numbers +182 students + 31 adults/sponsors

4. Ushers needed

5. Plaques

6. House Managers

7. Feedback from directors and house managers/changes

8. Warning labels for shows – Box Office and Tech should be notified of any warnings.

9. Remind all that we will hold ALL curtains (except All-State) 5 minutes for rush seating

H. Promotions

1. Item proofs for each being sold

2. Committee wear

3. Order totals – Jessi reported numbers for each item.

4. Needs at Festival (photos for slide show, mannequins, cash registers, shelving)

5. Staffing needs –

a. 6 on Thursday and Friday morning; 2-4 after that

b. Monitors must check in with tech in order to put information up about inventory, etc.

6. Deposits of money – Megan will check every 2 hours to take cash

7. Cash registers – charge card machine

8. Monitor t-shirts/tech shirts

9. Wristbands for the dance

I. Workshops

1. Number of presenters

2. Categories and symbols

3. Space issues

4. Needs at Festival

5. Signage – printing & posting

6. Monitor meeting

7. Exit surveys

J. Friday Night Activities

1. Dance

2. Plans for activities

a. Improv games

b. Dance combo

c. Life size games

3. Sponsors reception

a. Moved to 3rd Floor Atrium

b. Add more seating

K. Box Office

1. Ticket Party date and time update

a. January 3rd at Bolingbrook HS, 10:00 AM

2. Counts for Theater Spaces

a. Metcalf/Hayden is no longer available

b. Kingsley Jr. High cafeteria is the substitute location

3. Date for final show info

a. December 9, 2019

4. Schools will be informed about Opening and All-State times by the Box Office Committee.

L. Local Arrangements

1. Update on Festival spaces – See above

2. School registration numbers

a. 4,557 current registrants + approximately 150-200 students

b. 185 + possibly 8 more schools

c. 135 students on wait list

3. Special needs (interpreters, wheelchairs, etc.) – None requested

4. Lanyards, boxes, other materials/supplies – Taken care of through ITA, etc.

5. Background checks – Minors on Campus Policy

a. Committee members, Monitors, Workshop Leaders, Union Technicians will all need to have background checks.

6. ISU Police - will supervise unloading on Thursday night, Friday and Saturday mornings during school drop off, and Friday night during activities

7. Meghan will check on the Social Media Wall

8. Committee Members will be given 9 vouchers for meals (3 for Thursday, Friday, and Saturday)

M. Representatives/Monitors

1. Monitor numbers – 105 (ISU), 47 (U of I), 8 (other schools)

2. Building Supervisors - 13

3. Numbers for each locations

4. Process for monitoring workshops vs. productions

5. Play Selection will inform schools that they must bring ushers for their shows.

N. CPDUs – Tabled

O. Development – Most information is unavailable at this time

1. Sponsorships Secured

a. Vertigo is sponsoring monitor shirts

b. Grand Stage is suppling tech shirts

2. Advertising Numbers

a. 22 Program Ads sold; 2 Ads comped this year vs. Ads sold last year

3. General Contributions Secured

4. Clif Aldridge Contributions Secured

5. Placement of Ads in Festival Program/Festival App

6. Discussion regarding verbal thank yous during the Opening Ceremony, Sponsors Reception, or pre-show of the All-State – for significant sponsorships.

P. I.T.A. Liaison

VI. Review/Update list of Packet Contents

A. Sponsor Packet:

● Badges – color-coded for students and sponsors

● Festival program - one per sponsor

● Tickets to performances

● Passport Raffle Tickets

● Festival Update – Not going to happen

● Festival Survey (online through Vic/Aimee-Lynn)

● Certificates - Megan will print for All-State Company; Megan to post certificate for Exhibitors, Workshop Leaders, Sponsors, and Committee Members may print certificates for themselves.

● Restaurant list

● Visitor Guide

● Campus Map/Parking

B. Workshop Leader Packet:

● Included Pieces: Badge(s), Campus map/parking, Thank you letter from Executive Director

● Discontinued Pieces: Welcome Letter, Festival program, Festival Update, Certificates, Restaurant list, Visitor guide

C. Exhibitor Packet:

● Badge(s)

● Thank You letter from Executive Director

● Restaurant list

● Visitor guide

● Campus map/parking

● Discontinued Pieces: Welcome Letter, Festival program, Festival Update, Certificates

VII. Wait List Update

VIII. Announcements/Updates

A. Announcement of IHSTF 2021 Theme and All-State Show/Director

B. Pre-Festival Meeting: Wednesday, January 8, 2020 – 8:00 pm (ISU Alumni Center)

C. Post-Festival Meeting – will meet after the All-State performance for a brief meeting in

Spotlight Room – Dinner at 6:00 pm

D. Change-over Meeting – please begin preparing reports in December because of short turn-around time. Meeting is January 26th at 9:00 am - ISU Alumni Center.

IX. I.T.A. Representative

1. Annaliisa confirmed several items with Megan.
2. Annaliisa is communicating with Aimee-Lynn regarding outstanding concerns.

X. Items to finish the week after the November meeting:

● Put together all pieces of the Festival program to send to designer (Megan)

● Send out workshop leaders letter (Megan)

● Send out Principal congrats letter (Ryan & Danny)

● Send out Exhibitor letter (Ken & Jason)

● Move schools/exhibitors off waiting list (Megan)

● Order lanyards, name badge holders, ribbons, etc. (Megan)

● Get parking info (Megan)

XI. Review to-do list for December and January

**December**

● Attend tech meeting for selected productions at 9 am (Ryan, Danny, Vic, ISU staff)

● Collect med forms and payments for add-ons by Dec. 8 (Megan)

● Get engraving info for all Full-Length/Showcases/All-State plaques – all productions get them (Ryan & Danny to Megan)

● Enter add-on registrations by Dec. 6 (Megan)

● Order production plaques (Megan)

● Nov 25 – 2 pm Final info to Megan for Festival program (All)

● Full Committee reviews 1st draft of Festival program (Megan)

● Send revisions to Vic and Judy by Dec. 3

● Dec 4 - 3 pm revisions of 1st draft of Festival program due to Megan for review

● Dec 4 - 7 pm revisions of 1st draft of Festival program due to designer (Megan)

● Dec 5 – Full committee reviews 2nd draft of Festival program -\*ITA 2nd VP must see 2nd and subsequent program drafts

● Dec 6 – by noon, College Audition window closes

● Dec 8 – 10am Revisions of 2nd draft of Festival program due to Megan

● Dec 10 – 12pm - Sub-committee reviews 3rd/final proof (Megan, Aimee-Lynn, Annaliisa, Vic, Judy)

● Dec 12 – 7 am - Revisions of 3rd/Final of Festival program due to Megan

● Dec 12 – 4 pm - Final of Festival program sent to Vic, Aimee-Lynn

● Dec 13 – 12pm Final Approval of Program(with Changes) (Victor & Aimee-Lynn)

● Dec 13 – 2 pm - Final of Festival program sent to printing for proof

● Dec 16 – Approval of proof & Festival Program to printer (Megan)

● Pre-registered workshop requests due – if any (Jessica & Katherine)

● Digital slideshow submissions due Dec. 30 (Hector & Mike)

● December mailing (email) sent to schools (Megan & Victor)

● Post the following items on the website: (Megan & Aimee-Lynn)

o Participation guidelines

o News Release

o Plan Your Festival Schedule

o Parking info/maps

o Festival Program

● Assign pre-registered workshops and notify schools (tech olympics)

● Confirm ISU student security plan, EMT (medical), interpreters (if needed) and other personnel for Festival (Megan)

● College Auditions schedule posted by Dec. 16 (Andy, David)

● Email notification to schools re: All-State & Opening Performance assignments

(Mark & Wendy)

● Post preliminary Festival schedule, including schedule at a glance (Megan)

● Start keeping track of changes to be included on program addendum sheet (Megan)

● Print certificates

● Print name badges (exhibitors, workshop leaders, sponsors, Committee)

● Stuff lunch ticket envelopes (Megan)

● Prepare arrival packets (Megan)

● Prepare 8.5x11” signs for rooms for each Workshop (Monitors make, print, and put them up.)

● Lobby Signs – (N/A ISU)

● Program cash registers (Jessi, Kim)

**Between Holiday**

● Ticket Party @ Bolingbrook HS on Friday, Jan. 3 at 10 am

**January 6th (Monday)**

● Tech load in on Monday

● 1/5: most All-State Staff & Tech arrive at Hotel

● 1/7-1/9: ISU staff stuff programs into school packets

**January 8th (Wednesday)**

● Registration materials moved to Prefunction Brown Ballroom

● Festival Planning Committee meeting at 8 pm (Alumni Center)

o Review of tasks to complete Thursday from 9 am – 4 pm

**January 9th (Thursday)**

● Post update info on special media and lobby slide show

● Full-Length/Showcase ticket stuffing if needed (9 am- noon)

● Set up exhibit area

● Set up FESTGEAR

● Registration begins at 4 pm

**January 9th-11th (Thurs-Sat)**

● FESTIVAL!!!!

**January 11th (Saturday)**

● Post-Festival Committee Meeting following final All-State performance

● Post-Festival Committee Dinner for those who wish to join – TBD XII. Adjournment

1. 11:15 am - Katie Apperson moved to adjourn
2. Kevin Vernon seconded.