

**43rd ANNUAL ILLINOIS HIGH SCHOOL THEATRE FESTIVAL**  
**The Power of Transformation**

**PLANNING COMMITTEE SEPTEMBER MEETING AGENDA**

**Saturday, November 18 (8:30am Play Selection & Workshops / 12:30pm Full Committee) Sunday, November 19 @ 10:00am**

**ISU Alumni Center**

**1101 N Main St.**

**Normal, IL 61761**

**SATURDAY MORNING, NOVEMBER 18, 2017**

**8:30** – Play Selection (Vic & Michelle) meets with Nathaniel, Kurt, Aimee-Lynn, Allan, LaDonna, Annaliisa, & ISU tech rep(s) (Jeremy Jenkins) to review and schedule

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

**SATURDAY AFTERNOON, NOVEMBER 18, 2017**

**12:30** – Remainder of the Committee Members arrive for planning meeting. Lunch will be served. We will have a working lunch to finish proofing the items on the list below.

**1:00** – Full Committee Convenes

**VOTING MEMBERS IN ATTENDANCE (MAIN PLANNING MEETING)**

Nathaniel Haywood, Executive Director (2018)

Annaliisa Ahlman, Secretary/Executive Director (2019)

Ryan Lambert, Assoc. Director of Promotions

Dori Foster, Assoc. Directors of Promotions

Adam Miller, Assoc. Director of Auditions

Britnee Kenyon, Assoc. Director of Auditions

Vic Pilolla, Assoc. Director of Play Selection

Michelle Bayer, Assoc. Director of Play Selection

Andy Simon, Assoc. Director of Exhibits

Hector Hernandez, Assoc. Director of Exhibits

Tom Skobel, Assoc. Director of Workshops

Katherine Apperson, Assoc. Director of Workshops

Liesl Krieger, Assoc. Director of Development & Public Relations

Teslen Sadowski, Assoc. Director of Technology

Thom Ringrose, Director of Technology

LaDonna Wilson, Executive Director Emeritus (2017) & All-State Director

Anna Jakubka, All-State Co-Producer

Tim Broeker, All-State Co-Producer

Kurt Steinhauser, Historian /Documentarian

**NONVOTING MEMBERS IN ATTENDANCE**

Aimee-Lynn Newlan, ITA Executive Director

Megan McCann, ISU/Local Arrangements - Program Coordinator  
Judy Swiger, Assoc. Director of Hospitality/Mentors  
Dennis Anastasopoulos, Box Office & Ticketing  
J.W. Morrisette, U of I Dept. of Theatre and Dance Rep.  
Michael Vetere & James Chrismon, ISU Dept. of Theatre and Dance Reps  
Beth Ann Barber, ITA Liaison and Secondary Rep.  
Student Committee Representatives – Katie Capp (ISU), Emma Harmon (ISU), Madison Gillis (ISU),  
Athanasia Giannetos (UIUC), MacKenzie Sinta (UIUC)  
Allan Kimball, ITA President

### **VOTING MEMBERS ABSENT**

N/A

### **NONVOTING MEMBERS ABSENT**

Michelle Marquart, U of I/Local Arrangements - Program Coordinator  
Jonathan Meier, ITA Liaison and Secondary Rep.  
Student Committee Representatives - Dylan DeWitt (ISU)  
Krannert Center Staff – Lisa Lillig  
Krannert Center Staff – Matthew Brooks, Jordan Lingreen, Maddie Martin, Nicole Bromley

- I. Full Committee meets to assign responsibilities for the day.
- II. Approve [Minutes from the September meeting](#)
- III. Report of Play Selection Evaluation Committee
  - A. Number of submissions
  - B. Number of Full-Lengths
  - C. Number of Showcases
  - D. Number of Respondents
  - E. Review slate of shows
  - F. Justify selection (include geography and type of school, breakdown by region)
- IV. Approval of Play Selection Slate of Shows
  - A. Workshops - state number and types of workshops still needed.
- V. Temporary Adjournment to Notify Directors of Selection Status
  - 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 on schedule
    3. Exhibit - layout
    4. Proofing
    5. Nathaniel and Annaliisa– meet with monitors
- VI. Full Committee reconvenes:
  - A. Review Audition Schedule

- B. Finalize Proofing
- C. Move to Sunday agenda items if time allows

VII. Adjourn for Dinner

- A. Adjourn by 5:30 pm
- B. Group reservation for dinner at Medici at 6:30 pm

**SUNDAY, NOVEMBER 19, 2017**

**10:00** – Full Committee reconvenes – we will have a working lunch at noon and take a group picture - 10:30 am

- I. “Final” Budget Report
- II. Review December e-mail
- III. Preliminary Registration Report
  - A. Number of attendees
  - B. Number of schools
  - C. Preliminary wait – list numbers
  - D. Review Festival schedule – seat count for each hour (workshops & shows)
  - E. Decide on Wait List Schools
- IV. Check schedule for space conflicts and personnel conflicts
  - A. Workshops
  - B. Auditions – Performance times
  - C. Performances
- V. Committee Updates – What have you accomplished since September? What still needs to be accomplished
  - A. Executive Director
    - 1. Thursday on-site responsibilities:
      - a. Registration areas
      - b. Fest Gear
      - c. Tech
    - 2. Welcomes for Opening Ceremonies
      - a. Executive Director Introduction (Nathaniel)
      - b. Welcome from ISU (President of ISU)
      - c. Administrator Award (???)
      - d. All-State Cast & Crew Walk-Across
      - e. Committee Walk Across
      - f. IHSTF 2019 → Theme & All-State Reveal
      - g. Visceral Dance Introduction
    - 3. Friday night Sponsor Reception responsibilities:
      - a. Address sponsors/exhibitors (Nathaniel)

- b. ITA President address (Allan)
- c. Extraordinary Contributions to the Festival Award (ITA - Decide: Wally Smith, Sandi Zielinski, Sue Aldridge, Jerry Proffit )
- d. Introduction of 2019 Director (Nathaniel → Annaliisa)
- e. Introduction of 2020 Director (Annaliisa → Vic)
- 4. Opening Performance program – included in Festival program
- 5. Sponsors Check-in – location and times
- 6. Meals for Committee members during Festival
- 7. Scholarships – Do we have any?

#### B. All-State

- 1. Schedule at Festival
- 2. Distribution of tickets to All-State families
- 3. College Auditions
- 4. Ushers
- 5. Copy deadlines for program
- 6. Donations
- 7. December rehearsal / open dress rehearsal
- 8. International Thespian Festival update (if necessary)
- 9. Other updates/issues

#### C. Auditions

- 1. How many are participating? (total number & Juniors/Seniors breakdown)
- 2. Number of acting / tech auditions
- 3. Monitor needs
- 4. Scheduling
- 5. Plans for notification of audition times
- 6. Plans for notification of “callbacks”
- 7. Power for college reps (permanent solution – power strips, etc.)
- 8. Lunches for college reps (acting & tech)
- 9. Breakfast for college reps? (acting & tech)

#### D. Exhibits

- 1. Number of exhibits (include college / vender breakdown)
- 2. Exhibit space layout
- 3. Decision on Transformation Photo Booth
- 4. Needs from other committees
- 5. Notification to exhibitors
- 6. Check-in at Noon (set-up can begin at 8:00 am)

#### E. Technology

- 1. App set up & update
- 2. Slide Show of Schools

3. Update on Advertisements
4. Needs from other

F. Hospitality/Mentors

1. Staffing in lounge
2. New sponsor update
3. Refreshment
4. EdCamp Workshop in lounge

G. Play Selection

1. Tech meeting December 3<sup>rd</sup> at 10:00 am
2. Materials from each school for slide show
3. Add-on numbers
4. Ushers needed
5. Plaques
6. House Managers
7. Feedback from directors and house managers / changes
8. Warning labels for shows
9. Remind all that we will hold ALL curtains (except All-State) 5 minutes for rush seating without tickets

H. Promotions

1. Item proofs for each being sold
2. Order totals
3. Needs at Festival (photos for slide show? Mannequins, cash registers, shelving)
4. Staffing needs
5. Deposits of money
6. Cash registers – charge card machine?
7. Monitor t-shirts/tech shirts
8. Wristbands for the dance

I. Workshops

1. Number of presenters
2. Categories and symbols
3. Space issues?
4. Needs at Festival
5. Signage – printing? Who is hanging them up?
6. Monitor meeting
7. Exit surveys

J. Friday Night Activities

1. Dance

2. Plans for activities
3. Sponsors reception

K. Box Office

1. Ticket Party
2. Counts for Theater Spaces
3. Date for final show info

L. Local Arrangements

1. Update on Festival spaces
2. School registration numbers
3. Special needs? (interpreters, wheelchairs, etc.)
4. Lanyards, boxes, other materials/supplies

M. Representatives/Monitors

1. Monitor numbers
2. Building Supervisors
3. Numbers for each locations
4. Process for monitoring workshops vs. productions
5. Where will the lunch pick-up be located

N. CPDUs

O. Development

1. Sponsorships Secured
2. Advertising Numbers
3. General Contributions Secured
4. Clif Aldridge Contributions Secured
5. Placement of Ads in Festival Program/Festival App

P. Historian/Documentarian

Q. 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
- Festival Update
- Festival Survey (online through Nathaniel)
- Certificates (put online – who will make them? Megan can post it)
- Restaurant list

- Visitor Guide
- Campus Map/Parking

B. Workshop Leader Packet:

- Included Pieces: Badge(s), Campus map/parking ,
- Discontinued Pieces: Welcome Letter, Festival program, Festival Update, Certificates, Restaurant list, Visitor guide

C. Exhibitor Packet:

- Welcome Letter
- Badge(s)
- Festival program
- Festival Update
- Certificates?
- Restaurant list
- Visitor guide
- Campus map/parking

VII. Wait List Update (if necessary)

VIII. Announcements/Updates:

- A. Announcement of IHSTF 2019 Theme and All-State Show/Director
- B. Pre-Festival Meeting: Wednesday, January 10, 2018 – 8:00 pm (Location?)
- C. Post-Festival Meeting – will meet after the All-State performance for a brief meeting in Spotlight Room
- D. Change-over Meeting – begin preparing reports in December because of short turn-around time. Meeting is January 28<sup>th</sup> at ISU Alumni Center.

IX. I.T.A. Representative

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 (Vic & Michelle)
- Send out Exhibitor letter (Andy & Hector)
- 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
- Collect med forms and payments for add-ons (Megan)
- Get engraving info for all Full-Length/Showcases/All-State plaques – all productions get them (Vic & Michelle B to Megan)

- Enter add-on registrations by Dec. 5<sup>th</sup> (Megan)
- Order production plaques (Megan)
- Full Committee reviews 1<sup>st</sup> draft of Festival program (Megan)
- Pre-registered workshop requests due – if any (Tom & Katherine)
- Digital slideshow submissions due (Thom and Teslen)
- December mailing (email) sent to schools (Megan and Nathaniel)
- 12/11: revisions of 1<sup>st</sup> draft of Festival program due to designer (Megan)
- 12/13-15: sub-committee reviews 2<sup>nd</sup> draft of Festival program (Megan, Aimee-Lynn, Kurt, Annaliisa, Nathaniel, LaDonna) - \*ITA 2<sup>nd</sup> VP must see 2<sup>nd</sup> and subsequent program drafts
- 12/18: Revisions of 2<sup>nd</sup> draft of Festival program due to designer (Megan)
- Post the following items on the website: (Megan & Aimee-Lynn)
  - Participation guidelines
  - News Release
  - Plan Your Festival Schedule
  - Parking info/maps
  - Festival Program
- Assign pre-registered workshops and notify schools (tickets needed???)
- Confirm ISU student security plan, EMT (medical), interpreters (if needed) and other personnel for Festival (Megan)
- College Auditions schedule posted (Adam, Britnee, & Megan)
- Email notification to schools re: All-State & Opening Performance assignments (Dennis)
- Post preliminary Festival schedule, including schedule at a glance (Megan)
- 12/18: designer sends 3<sup>rd</sup> proof of Festival Program (Megan)
- 12/18: Final Approval of Program (Nathaniel & Megan)
- 12/18: Sub-committee reviews 3<sup>rd</sup>/final proof (Megan, Aimee-Lynn, Kurt, Nathaniel, Annaliisa, & LaDonna)
- 12/18: Revisions of 3<sup>rd</sup>/Final of Festival program due to designer
- 12/18 (at latest): Festival Program to printer (Megan)
- Start keeping track of changes to be included on program addendum sheet
- Print certificates if any (who will handle this?)
- Print name badges (exhibitors, workshop leaders, sponsors, Committee)
- Stuff lunch ticket envelopes
- Prepare arrival packets
- Prepare 8.5x11" signs for rooms for each Workshop (check with ISU about procurement. Monitors put them up.) – Who makes them?
- Lobby Signs
- Program cash registers?

### **Between Holiday**

### **January 4<sup>th</sup> (Thursday)**

- Ticket Party @ ITA Office



### **January 8<sup>th</sup> (Monday)**

- Tech load in on Saturday
- 1/8: All-State Staff & Tech arrive at ISU
- 1/8-10: ISU staff stuff programs into school packets

### **January 10<sup>th</sup> (Wednesday)**

- Registration materials moved to Bone Student Center
- Festival Planning Committee meeting at 8 pm in Alumni Center
  - Review Festival Program for corrections/changes for Festival update page
  - Review of tasks to complete Thursday from 9 am – 4 pm

### **January 11<sup>th</sup> (Thursday)**

- Print Festival update page and stuff in arrival packets prior to 2 pm
- Post update info on special media and lobby slide show
- Full-Length/Showcase ticket stuffing (9 am- noon)
- Set up exhibit area
- Set up FESTGEAR
- Registration begins at 4 pm

### **January 11<sup>th</sup>-13<sup>th</sup> (Thurs-Sat)**

- FESTIVAL!!!!

### **January 13<sup>th</sup> (Saturday)**

- Post-Festival Committee Meeting following final All-State performance
- Post-Festival Committee Dinner for those who wish to join – TBD

XII. Other Items

XIII. Finalize Proofing of Festival Program as needed

XIV. Adjourn (estimate – 4:00 pm, but could be earlier depending on how far we get on Saturday)