

# **Theatre Booster Meeting**

**November 6<sup>th</sup> 2019**

**Website: [www.genevatheatreboosters.org](http://www.genevatheatreboosters.org)**

**Twitter: gtboosters**

**Facebook: Geneva High School Theatre Boosters**

**Instagram: [www.instagram.com/ghstheatreboosters](http://www.instagram.com/ghstheatreboosters)**

## **ATTENDEES**

Cathy Atkinson

Joni Sennett

Tammi Sowinski

Sherry Hayman

Becky Busch

Debra Nowak

Letty Ebel

Kristin Gartrell

Angela Kobylecky

Phil Walker

Brenna Castagna

R.L. Cabeen

Christina Vrba

Laura Webb

Shannon McCall

Christine Messino

## **AGENDA**

### **CALL TO ORDER**

Debra Nowak called the meeting to order at 7:02

### **INTRODUCTIONS**

The board officers and meeting attendees introduced themselves and mentioned their student's involvement in theatre and/or the current play. R.L. "Larry" Cabeen introduced himself as the representative from the Geneva School Board for Theatre Boosters.

## **APPROVAL OF MINUTES**

The October Theatre Booster meeting minutes were approved by Debra Nowak.

## **VICE PRESIDENTS REPORT**

No new members to report.

## **TREASURER'S REPORT**

Theatre Boosters account balance as of 10/31/19. (Report)

## **2018-20 COMMITTEE CHAIRS AND REPORTS**

### **AD SALES – LISA DINNING AND PHIL WALKER**

Phil reports there are no new sales. The slide show presentation (on the cafeteria monitors for show nights) includes a “thank you” to advertisers and information concerning Theatre Boosters. It will also include curtain calls for the last 6 years of performances.

### **THEATRE BOOSTERS SOCIAL MEDIA AND WEBSITE – PHIL WALKER**

There will be new blinking lights for the A Frame sign that helps attendees locate the entrance for the GHS theatre.

The volunteer Sign-up for the play gained 5 people in the last week, but 42 openings are still available.

### **PHOTOGRAPHY – KIM AYERS AND CATHY OSTERGARD**

Nothing to report as Kim and Cathy are currently taking photos and unable to attend this meeting.

### **FRONT OF HOUSE - KRISTIN GARTRELL**

Kristen and Denise Cowwett made signs to label the tables. Tony Prior will be custodian in charge the evenings of the play. Kristin will call him to know we will be there at 5 PM to set up for the play.

Becky mentioned the office has a laminator that can be used in the future for signage.

#### CAST AND CREW BOARD FOR FALL MUSICAL AND SPRING MUSICAL, FRAMING OF PUBLICITY POSTERS FOR SCHOOL - DEBRA NOWAK

Photos printed with signage for board attached to be attached with Velcro.  
Volunteers will be needed to take down Thursday for Friday.

An idea from Phil for the Cast and Crew board is to include envelopes to receive notes. He also mentioned we should do a special HIGHLIGHT of the seniors.

#### SMALL CASE DISPLAY – DEBRA NOWAK, CHRISTINA VRBA

Will be updated Thursday.

#### PHOTO TABLE - LAURA WEBB

Photos will be available and information will be provided on how to purchase images in an electronic format. Phil mentioned we can create a QR code that people can scan to access the photosharing site.

#### OUTDOOR SIGN AND LIGHT – LAURA WEBB, PHIL WALKER, BECKY BUSCH, PATRICK SENNETT

Phil is updating the outdoor signage lights. He is using PVC panels for lighting and battery-operated lights.

#### INVITATIONS TO SENIOR CITIZENS FOR DRESS REHEARSAL, DISTRICT 304 AND GHS PUBLICITY, PRESS RELEASES TO PAPERS, ONLINE TICKET SYSTEM COORDINATOR – CHRISTINA VRBA

Invitations were extended to senior citizens but they will not be attending seniors. It was indicated that matinee dress rehearsal would be preferable - possibly future plays may include the Saturday before opening as a matinee.

Online ticketing is going well. Future planning will include \$10 per ticket plus processing fee. Attendees will pay more at the door because of the processing fee. We would also prefer online purchases to prevent a backlog of purchasers at the door – we would like the show to start on time.

ONLINE DIGITAL NEWSPAPER LIFTING (PATCH ETC) AND FACEBOOK POSTS - ANGLEA KOBYLECKY, DEBRA NOWAK

MARQUEE ON STATE FOR FALL MUSICAL AND SPRING MUSICAL – DEBRA NOWAL, KIM AYARS

The marquee had been set to advertise the play, but had been taken down early to advertise the Geneva Public Library book sale.

FANOGRAMS FOR FALL MUSICAL AND SPRING MUSICAL – LETTY EBEL  
Letty is not selling Fanagrams at intermission, just beginning of the play. Delivery of Fanagrams will be at intermission time.

COORDINATION OF ALL PLAYBILLS AD BIOS AND SHOUTOUTS FOR FRESHMAN PLAY, FALL PLAY AND SPRING MUSICAL – ANGELA KOBYLECKY

Angela ordered 600 playbills.

POSTER BLITZ DAY AND DRAMA CLUB SOCIAL MEDIA POSTS: GHS ITS/DRAMA CLUB – KATE WOODRUFF

The Poster blitz was not entirely successful as not all signs were hung. In the future, ITS/ cast members should be enlisted for putting up posters instead since they have more of a vested interest.

New locations for future postings include Norris Community Center in St. Charles and Bird is the Word in Batavia.

RESTAURANT NIGHT/STORE FUNDRAISERS – CATHY ATKINSON

A restaurant fundraiser is set for Portillo's on November 13<sup>th</sup> which will net 20% of product sales with the presentation of the Theatre Boosters flyer. An upcoming fundraiser is with Five Below for December 8-14<sup>th</sup> which will net 10% of product sales with the flyer. The flyer will need to be presented hardcopy as Five Below does not have an electronic tracking system.

CAST APPRECIATION (T-SHIRTS, BUTTONS, BANNERS, LOCKERS AND CANDY) FOR FALL PLAY AND SPRING MUSICAL – LETTY EBEL, ANGELA KOBYLECKY, CHRISTINA VRBA

Gifts have been distributed and lockers have been decorated.

THEATRE BANQUET – CHRISTINE MESSINO, LAURA WEBB

Deferred discussion until later date.

SPRING /MUSICAL TECH WEEK DINNERS - AMANDA MCDONALD

Strike is planned 2PM- 4PM with lunch being served. Tech week dinners will be 4PM.

CAST AND CREW BASKETS - SHERRY HYMAN

Sherry assembled baskets with snacks granola along with breath mints makeup remover wipes. The baskets will be needed Thursday through Saturday nights. Incidentals such as band-aids, spray deodorant, sewing kit, will be included along with signs for each basket "Bee -cause we appreciate you!" Sherry will take pictures of the final product and sent it to Phil for posting.

BOOSTER AD SALES FORM, INFO SHEET AND NEW MEMBER FORM, TRIFOLD BOARD – PHIL WALKER, ANGELA KOBYLECKY, DEBRA NOWAK

Forms and displays have been stored under the stage after the freshman play and will have its own table at the fall play.

VIDEO RECORDING/GTV COORDINATION – DEBRA NOWAK

GTV will record opening night of the play.

FLOWER TABLE FOR SPRING MUSICAL – CATHY ATKINSON

Cathy presented a flower fundraiser option for the fall play – a single fresh rose in a sleeve with a water vial. Cathy ordered vials (100) and sleeves (100) and can purchase fresh roses from Costco. The vials will help contain any water mess and the sleeve will make the presentation look more professional. Unit costs for all three items are under \$1. The plan would be to sell roses for \$3. The fall play

can be a trial and if successful we can extend the flower sales to the spring musical (and also consider a price increase). Pink roses would be offered to go with the “Legally Blonde” theme.

## **OPEN DISCUSSION ITEMS**

Tech Report– Jon Richert

Jon our tech director stopped by the meeting. The board had invited him to better help serve his needs. Currently there are 34 students in tech and it grown by 6 more students this month. GTV and Art club contributing to the play production.

Current developments include:

- Harness training for 15-20 students
- Inventoried hazmat lockers
- Organized backstage
- All three Speakers are currently working and working together.
- Construction on the dressing room bathrooms should be completed by December. Showers converted with sinks and drains and includes an eye wash station.

We have 5 working packs for 15 microphones. Jon recommends we have 4 handhelds, 20 headsets and rent others since we will not know cast size of future productions. The cost is \$100 per microphone to school per week for rental.

Jon spoke with Tom Rogers about a food budget for tech week for all productions. Jon is looking to have the kitchen prepare a pizza meal in the snack lounge Wednesday

## **MEETING CLOSE**

Debra made a motion to close the meeting at 8:20. Christina seconded the motion.

## **IMPORTANT DATES**

Next meeting - January 8<sup>th</sup> 7PM in the GHS Community Room

- The Spring musical **Legally Blonde** - March 19th - 22nd.
- **One Acts** - April 17 and 18th
- **Viking Revue** - May 15th and 16th