

# **GHS Theatre Boosters Meeting**

**February 13, 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)

## **In Attendance:**

Annie Styrna	Tom Rogers	Noel Rooks
Joni Sennett	Cathy Atkinson	Laura Webb
Letty Ebel	Christina Vrba	Cathy Ostergard
Kim Ayars	Christine Messino	Phil Walker
Mary Stith	Angela Kobylecky	Debra Nowak
Brenna Castagna		

Annie Styrna called the meeting to order at 7:02

## **Membership**

The latest addition to Theatre Boosters membership is at a VIP level (\$250) and the member name will be added to the program.

## **Treasurers Report – Laura Webb**

As of January 31<sup>st</sup> 2019, Theatre Boosters has a balance. (Report) The cost of the sound equipment on the wish list for Ms. Palmisano is \$3,863.33. The \$1,000 check for the Phil Walker scholarship awarded to Jedidiah Nimms has not cleared.

## **Mr. Rogers Update**

Tom Rogers opened the meeting and discussed the new online ticketing system through Square. The plan is to conduct online sales prior to the musical. Prices will be listed as \$15 for adults, and \$10 for pre-k – high school and senior citizens. Ticket prices at the door will be \$20 for adults, \$15 pre-k – high school and senior citizens. There will not be reserved seating.

Mary Stith, our Geneva School Board representative commented on accommodating senior citizens for reserved and handicapped seating. The dress rehearsal evening, when we open the show for senior living residents, can be a test on the accessibility for handicapped seating.

Phil Walker asked since there are not printed tickets how will proof of purchase be presented. Christina Vrba stated the printed receipt or a visual of the receipt presented on a cell phone would serve as a ticket. Phil posed the question about presenting an ID to prove purchase. At this point Christina and Angela use the honor system.

Laura Sprague will craft information that Phil will post on the Theatre Boosters website regarding online ticket sales. There will be an announcement of a sale date for tickets with a link to our website and Twitter “Coming Soon”. Advanced ticket sales will be first open cast, crew and music member families, and then for general admission.

Further conversation discussed contacting GTV for video production of the musical. A similar system to that of video-graphed choir concerts could be implemented – reserved purchase at the event and later distribution after production completion.

Further discussion centered theatre musical event logistics. Plans include having both theatre doors open for admission. Volunteer ushers will be needed for the event. Attendees will be reminded to not leave open seats to accommodate everyone.

The GHS maintenance crew will help with putting up and taking down drapery. The cables are currently being stored with the draperies. Cathy Atkinson has completed the alterations for the draperies. The draperies will be hung before 5PM on opening and taken down that evening. Draperies will be re-hung for Friday’s performance and will be left hanging between the Friday and Saturday performances.

Further discussions concerned the plan to update the lighting system for GHS theatre, which is tentative for this summer. As per Mary Stith, Geneva School

board representative for Theatre Boosters, the project may be on hold due to infrastructure spending at other schools within the school district.

## **Committee Reports**

### **Photography – Cathy Ostergard and Kim Ayers**

Headshots for cast and crew are complete. Kim Ayers completed the photos, adding names to the photos. A cast shot still needs to be taken for the candy bar wrapper (cast appreciation gift). The photo will be taken at Wednesday's dress rehearsal. A 24-48 hour turnaround time is required to produce and install the wrapper. The cast appreciation gift will be presented at the last show.

Phil had asked if GTV could make photo stills from videos. If Theatre Boosters is currently paying for the license for the show it would be best to maximize our utility of this resource.

### **Cast Appreciation – Letty Ebel**

The cast appreciation gifts will include a candy bar with cast picture on the wrapper, posters for participant lockers and "Tech Week" button. Angela Kobylecky will have posters made through her company.

### **Front of House – Angela Kobylecky**

Angela Kobylecky will provide signs to represent each table with a plan to pin the sign to draperies behind each table. Angela will also produce a sign informing Geneva 304 teachers of free admission with ID. In addition, she will produce a sign informing play attendee that doors will be open on both sides of the auditorium. Lines are anticipated as the musical is usually well attended. The plan to manage lines is have separate lines to attendees who have pre-purchased their tickets vs. ticket purchases at the door. Signs will be posted to indicate the two lines.

### **Publicity – Angela Kobylecky**

#### **Marquis**

The Geneva Theatre marquis will post play information the week before the play.

**Banner**

Dane County will produce the banner that will be displayed in front of Geneva High School.

**Poster distribution**

The distribution list for businesses for posting is available. Ongoing editing to the list is based on business willing to continue posting.

**Newspaper/304 Connects/GHS Website and Social Media/Online Backpack**

Angela will contact the Daily Herald and other media outlets for promotion. Lisa Stone and Laura Sprague will be contacts to promote on the Geneva 304 website and Facebook sites along with 304 Connects newsletter and Online Backpack news.

**Theatre Boosters Website/Social Media**

Phil Walker, our Webmaster will include information of our website and other social media.

**Senior citizen outreach/Dress rehearsal performance**

Laura Webb will reach out to senior citizen living facilities Greenfields, The Reserve and Geneva Place to invite residents for dress rehearsal night and posting show posters.

**Concessions**

Phil will adjust the sign-up to look for donations of bakery for concessions. The request will be for individually wrapped treats (no cupcakes).

We will also need people for manning tables on show nights. Phil will extend the invitation to Key Cub to get volunteers.

**Fanagrams – Letty Ebel**

Letty Ebel is looking for donations via e-mail. The plan is go through Volunteer Spot for candy donations or money to buy candy for Fanagrams.

**Programs**

The theatre seating capacity is 580. Three shows at maximum seating capacity would require 1,740 programs. Since this is up from our normal requirements we should ask for a bulk price break. The number of publicity posters required is fifty-four, with the plan to order sixty posters.

## **Website/Flash Drive – Phil Walker**

We currently have enough flash drives for loading show photos for sale.

## **Fundraisers**

### **Restaurants**

Upcoming restaurant fundraisers include Panera on March 19<sup>th</sup>.

### **Raffle**

A raffle with gift baskets has been a traditional fundraiser at show past show performances. A question was posed regarding concerning tax reporting and raffle prize values. If the value of the raffle prize exceeds \$600 it needs to be documented with the IRS, and exceeding \$500 it needs to be documented with Kane County. To date, we have a \$25 Harvey's Tails gift card.

### **Candles**

Joni Sennett brought in wickless candle samples. Three designs and scents will be sold:

- Crème brulee scent - "Belle" design
- Rose scent – rose design
- Sandstone scent – "Beast" design

Joni is in need of artwork for the candle canister cover.

### **Other fundraising**

Photo table and flash drives. The Beauty and the Beast video will be offered for \$10.

## **Other Business**

### **Tech week meals**

Need volunteers to organize meals for tech week. Students typically paid a fee for the week, however we did not deny meals to student that couldn't pay

Motion by Laura Webb - Theatre Boosters will cover the costs that exceed the donations.

Wednesday March 9<sup>th</sup> is dress rehearsal. There will be a \$5 requested donation for the audience.

### **Theatre Banquet**

Currently there is no committee chair.

### **Meeting dates**

Next meeting date scheduled for March 13<sup>th</sup>. Since this date falls in the middle of tech week/dress rehearsal date the next meeting will be rescheduled for Wednesday, March 6<sup>th</sup>.

Debra Nowak closed the meeting at 8:52.

### **Important Dates:**

**Spring Musical: Beauty and the Beast - March 14, 15, 16, 2019**

**One Acts: April 12, 13 2019**

**Viking Review: April 26, 27, 2019**

**Theatre Banquet: Sunday May 5, 2019**

Respectfully submitted by Cathy Atkinson, Theatre Booster Secretary