

## **Booster Meeting Minutes 9/12/17**

### **Open house (Jodi) - feedback/leftovers**

- Students enjoyed
- If hosting again maybe start planning it sooner
- Leftovers (hamburgers, hotdogs, chips, anything that wasn't open)- will be distributed out at the set builds, maybe distribute at one of the homecoming float builds
- Laura Kelly has offered to bring a grill

### **Website Updates (Jodi/Erin)**

- Major updates were started on sunday
  - New page made that just contains bios, contracts, payments, etc.
- Officers made a list of errors on all the pages and the PR people have started working to fix those

### **Finance Update (Michael)**

- New reimbursement check form available (already on website)
- Will now get an email after filling out the form that will prompt you to respond with a photo of your receipt
- Tighten spending until ticket sales and such have started

### **Costume Room Project (Erin) - update**

- Erin said it was very successful. Took more time than originally thought
- All items of clothing are now organized by color and are labeled with a code
- Will help to keep accountability if we rent or lend out our costumes
- should make strike of the costumes room much easier
- physical part of it is done, inventory program is in the process of being completed
- have now completely remodeled props room, costumes room, and furniture room

### **NYC Update (Erin)**

- successfully had two rounds of students sign up. The 3 students who missed the second round of payment have now paid
- Still looking for one more male participate
- We are confirmed to see Dear Evan Hansen
- New York is now in April
- Erin is excited for nicer weather

### **Thespian (Erin/Nicole)**

- Nicole has transportation figured out- school bus!
- Hotel has been set up

- Will be opening up the sign up for Thespian Festival either beginning of October or mid October.
- New location, from past years
- Will be walking from hotel to University- Erin hopes it will save money
- Does conflict with Choir event- students can come late, however their fee will not be reduced- just need to communicate that with Erin

### **3D update (Erin)**

- 6 shows- 3 on each night
- Middleschoolers cannot be involved onstage, however they can be involved in tech

### **Homecoming (Erin)**

- Monday-Thursday, 3:15-5:30
- We are still looking for a second trailer- Laura Kelly, may have a trailer
  - Randy Reich has offered to pull one of the trailers
  - Erin will send out an email asking for drivers, at a later date
- Will have two floats
- Student has to work either 4 hours or 2 days of work to be on the float- Can be tech, cast, old, or new member, it does not really matter
- Parade is on Friday
- Because of construction, the parade will be around an hour earlier

### **Musical Theater Meeting (Jennifer)**

- Jennifer/Mariah putting together a presentation about applying to colleges for musical theatre
- Would like to do one with parents and one with students
- Hoping to do the week of September 25

### **2017-2018 - Lion King**

- A - Overview/Update (Erin)
- 114 members in the company
- 58 in tech
- 56 in cast
- Erin hopes for us to end up with 120-125
- Looking for more members for hair and makeup
  - don't have to know how to do it, just have to be willing to learn
- 3 exchange students on stage, 4 in the crew
- Erin said Lion King is running smoothly
  - If there's any questions/suspensions about it, please contact Erin
- October 16th- Photo call for leads/featured roles (head shots)

- October 19th- Company photo
- Ainsley Grace needs to prioritize the leads for billboard photos

### **B - Set Build - Boosters help/Next Steps (Randy/Juanita)**

- Randy said we are ahead of schedule
- Jungle drop almost done
- Good turn out to first set build, enough for all to have jobs
  - Adult support!
  - Could bring computers and do work
  - Erin likes companionship, as well as others :)
  - Jodi asked for each Booster to attend one set build!
- C - Parent Meeting - Need to recruit parent help (Jodi)
- Parent meeting is tomorrow
  - Need to recruit more parents to help
- D - Transportation options for Mill Creek (Erin)
- Students will be taking bus 31, it gets to the highschool much quicker than 21 does
- E - Green Room (Tammy/Cheryl)
- Next week Jodi and Tammy have a planning meeting with Buschs
- Food provided 16th-21st with leftovers at strike
- More food will be offered but will be cutting back in expenses by using previously bought utensil
- F - Concessions (Sam)
- Sam was not present
- Have everything for concessions, should not have to buy a thing
- G - Tickets (Marty/Cathy)
- Will use same method as last time
- Marty will reach out to Cathy for which printer being used
- H - - Swag - pre orders/general swag options (Audrey)
- Audrey said we have been getting around not having a graphic designer by having Underground Printing be our designer
- Will only be doing pre order for Lion King Swag
- General swag is available for purchase on the website and leftovers will be available after shows
- DVD sales are going directly through the videographer now. They will still be delivered at school
  
- I - Publicity (Julie)
- Julie is not present
- She will be taking care of posters and distribution- get permits, etc
- Passed around a template of yard signs- show specific and person specific
- J - Orthodontist (Ruth Ann)
- Ruth Ann contacted Orthodontist about usual promotions
- September 30th
- K - Volunteer Coordination/Contract Follow Up (Dorothy)
- After Wednesday every person whose volunteered will be getting a welcome/thank you email
  - Once closer to the jobs she will send out a signup genius
- L - Can/bottle collection process? (Juanita)
- In the process of creating a system
- Maybe two trash cans and a few boxes

## Sponsorships (Cheryl B/Cathy)

A - Follow Up with contacts

B - Program envelopes

-Trying to get new donations by including a self addressed envelope in our programs

-test trying it for Lion King!

-Cheryl will be sending Erin an email with the template for the letter that will be attached to the self addressed envelope

C - new sponsors and levels to PR for website/facebook

-Jodi took last year's list and sent it to Erica to see what needed to be updated

-Erika will make a new list and send it to the PR people, so that they can update the website

D - Cheryl - link for playbill to PR for website

E - Cheryl/Marti - tickets to sponsors

Other Business?

Additional Meetings to Schedule -

Finance Meeting (Erin/Michael/Caitlynn)