

NV Theatre Booster Minutes November 11, 2008

Financial Report

Delivered by Rich MacMillan.

- Numbers from Musical still coming in.
- Current ending balance as of November 11, 2008 - \$16,464.46.
- Discuss potential band uniform drive contribution at December meeting.

Musical Recap

- Tickets. Tickets sales were \$33,220. Notes for next time:
 - Establish one point person for box office contact
 - Mail out pre ordered tickets to cut down on will call
 - NV to do will call
 - Consign more tickets in beginning
 - Set one price for everyone
 - Start selling school tickets earlier
- Promotions – all promotional efforts including media, outdoor signage, community event, fliers, ad drive, contributed to successful ticket sales
- Programs – after recycling, 500 programs left over. System of submitting ads and having proofreading team worked well. Put note in program next time encouraging recycling
- Stargrams/Flowers/Merchandise – glow roses sold better when walking through lobby. Consider selling in theatre aisles.
- Communication – continuous reminders of volunteer needs by email was effective.
- Volunteers – ample volunteers for all functions except set build. Consider breaking down into tasks to be less intimidating. Consider mandatory set build time for students.
- Goody bags/locker decoration – bag distribution at parent night worked well.
- DVDs – nearly 60 sold. Reminder that boosters get back 10% of sales.
- Photography – John F. did well on photo sales. We should give him photo credit in program in future. Make note to acknowledge him in Cat Tracks article. Problem with visitors photographing photos. Consider adding “proof” watermarks to posted photos. Consider earlier photo calls next time around.
- Set storage still needed. Jerry Kunkel obtained one quote from storage facility. Lorrie Cesarz to get an additional quote from Store N Lock. Consider short-term storage for key set pieces.
- Thank you notes. Anyone wishing special thank you’s to be sent (i.e. to those who contributed after program went to print) let Diana Randolph know. (Warren DeWitt suggested those who providing truck transport for set transportation. Also Duane Horst for feeding cast during set load out)

Cast party

November 15, 6:30-8:30 Tam-O-Shanter

- Carol/Lisa to find out about whether skate rental included.
- Jane Richardson available to help. Cesarz' volunteered to chaperone.
- Keep food out starting at 6:30.
- Designate program time to include ad seller recognition and recognition of pit band.
- Helene Szczerba to send out additional email with details and reminders.
- Mr. Wachowiak to check with John Fenstemacher about having show photo DVD running at party
- Mr. Wachowiak to bring extra posters and programs for students to autograph

Winter One Acts

Feb 6 & 7, Auditions Dec. 8 & 9

- Ticket charge \$5.00
- Boosters to provide volunteers, concessions, help with tickets
- Work on details at December meeting
- Mr. Wachowiak will have extra T-shirts from musical and past shows that can be sold.

Spring Play

- To be announced
- Start discussing details at December meeting

NV Theatre shirts

- Pricing obtained from Image Group (\$15-16 per shirt) plus \$75-100 set up charge to embroider logo
- Revisit at December meeting

Alumni list

- Would be helpful to have alumni list to use to solicit help for future shows
- Melanie Dickerson to pull records from past booster years to develop list

Red Carpet Awards

- Likely to announce 2009/2010 season

Fundraising

- Discuss fundraising for rest of year at December meeting