

## **Theatre Booster Meeting Minutes Tuesday, November 13, 2007**

Present: Mr. Wachowiak, Jamie Pifer, Helene Szczerba, Lenise Romberger, Danita Binkowski, Warren Dewitt, Mr. and Mrs. Cesarz, Rich MacMillan, Susan Hopkins, Melanie Dickerson

### **Musical Follow Up**

- Waiting for final ticket numbers to come in but it appears we are \$19 below last year.
- Deposits are more than seating spreadsheet.
- Food concessions = \$654.95.
- Non-food concessions = \$475.57.
- Program ad income still outstanding.
- Ten kids who haven't yet contributed their \$50 = \$500.
- Receipts still coming in.
- Big ticket items all paid for.
- Current bank account balance - \$7000 (estimated to reach \$7800)
- Rich to provide full financial report via email.

### **What went well:**

- Lobby activities handled well - victory for boosters.
- Ticket sales and publicity outstanding.
- Overall, parents did an awesome job/volunteers.
- All booster controlled activity went smoothly.  
Not pre-selling tickets for other shows kept lines down.
- Despite early volunteer crisis, parents stepped up when needed.

### **Areas for improvement:**

- Ticket sale pre orders at school.
- Didn't get done with set – lack of student volunteers.
- Communication with director – last minute fire drills (publicity opportunities) – need to bring these in earlier and go through proper channels.
- Parent concerns expressed – should come directly to Don (i.e. complaints)
- Program was a nightmare – student dropped the ball.
- Props crew dwindled – got way behind and parents had to step up.
- Lost some traditional theater kids due to sports conflicts.

### **Suggestions for next year/Actions:**

- Revert back to providing advanced ticket forms/pre orders.
- Better and more frequent communication with parents – more email, make parent meeting more mandatory, hold interim parent meeting midway through show preparation.
- Have parents commit early on to volunteer hours or food contributions.
- Send out thank you's to all volunteers now and engage them to volunteer for future events.
- Send information about requirements/commitments directly to parents (email or regular mail) versus sending through students.
- Have parent responsible for program content - Mr. and Mrs. Cesarz have volunteered to handle program for next year.
- Don has spoken with John Fenstemacher to see if he can do photos of cast/crew earlier to use in program.
- Don to follow up with Tami Blue to see if she wants to do program again next year.
- Don may bring in technical director for next year.
- Have parent to oversee props.
- May change rehearsals from after school to evenings to accommodate sports kids.
- Start earlier on set building - Sue Hopkins made a suggestion to use Burnham Building to build set pieces.

- Could start set building October 11, 2008. (load in Franciscan center 11/2)

Title of 2008 Musical will be announced early (around spring play or after winter break is over). May use Max & Erma's or other fundraiser to announce.

Show schedule for 2008 musical: one show on Friday and Sunday, two shows on Saturday, parent night on Thursday.

Given cost of facility, cast dinners may need to be held at Northview. Concessions and box office may need to be handled differently at Franciscan Center.

We will ask Diana to provide some theater note cards to Sue Hopkins to send to those she worked with to contribute props for show.

Helene asked if we always sell concessions on parents' night. This caused some confusion this year (make note to discuss this prior to next year's show)

## **Fundraising**

Summit Fundraiser:

- Rich to secure another Summit date for Theatre the first weekend of October. (Rich has secured October 4<sup>th</sup>, 2008) Try to avoid conflict with homecoming and fall festival weekends.

Fundraising for Lourdes:

- Production costs estimated to be around \$25k. Tickets sales average \$11k. Thus needed funds are around \$14k.

Potential funding sources:

- Increase tickets prices to \$10/\$12 (from \$8/\$10)
- Mr. Bohland is talking with Band boosters about potential contribution considering band involvement in musical.
- Outreach to choir boosters as well for potential funding.
- Mr. Horst invited an associate to show who has connections to Lourdes/may result in cost break.
- Re-evaluate Sylvania teacher/administrator comp ticket allotment. Don to talk with school administration to see if this applies when show is at Franciscan Center. If so, can we limit to one comp ticket only vs. two?
- Launch patron drive around Lourdes fundraising (try to reach alumni).
- Look at more lucrative fundraisers (i.e. Mudhens program)
- Incorporate more young school children into show to sell more seats?
- Consider dinner theatre event for 2008

## **Winter One Acts**

- Boosters to be responsible for lobby activities.
- Will charge for tickets this year - \$5 (general admission)
- There may be some production costs
- Don to talk with drama club about program.
- Deadline for applying to direct – 11/16 (extended from earlier deadline)
- Three student written plays submitted.
- Auditions December 10<sup>th</sup> and 11<sup>th</sup>.
- Currently scheduled for two nights but debating about reducing to one.
- Will need internal publicity but not likely much external.
- Will have concessions.

**Spring Play**

- 6 shows over course of weekend – alternating male and female versions of show.
- Sunday evening show.
- Possibly strike after school on Monday.
- Each show will require 8 cast members (6 male/2 female and 6 female/2 male)
- Will have two set dressing crews.