

**MINUTES FROM THEATRE BOOSTERS MEETING  
WEDNESDAY, DECEMBER 13, 2023**

**501c3**

- Paperwork has been filed and should take less than three months to process
- Once we have status, people can write-off donations on 2024 taxes which might mean more donations for the theatre boosters

**Volunteers**

- Volunteers should put any notes together that we can use on the shared drive
- Margaret volunteered to do STARS for Hairspray
- Carol Saul volunteered to do pizza night for Hairspray tech week
- There was no problem having STARS outside the lobby, but we need to create an aisle so people can get by. We also need to make sure we have good signage so that people know where to buy STARS
- We had a lot of volunteers for STARS but not enough for concessions
- Mr. Worthington said he would put a message on Schoology so students know to get their STARS. We might want to create a checklist at the end of the show and include this
- STARS were on the table at the end of the show for students to take home but people were distracted or were on crew
- For concessions, we can have a student get drinks while adults handle the money. We plan to have concessions on two tables
- We need to make sure we have Mr. Bittison or another teacher backstage. Teachers can take tickets before the show and then sit backstage

**Cast and Crew Party**

- Postponed due to a family emergency

**ITS**

- Holiday party planned for Wednesday, 12/20, ITS can have concessions that will expire prior to the musical
- Plan to have a Secret Santa gift exchange and karaoke
- Would like to have party in the cafeteria; need to contact Mr. Stevens
- The Bells have a karaoke machine
- Tracey has the concessions at her house
- ITS needs a count for attendees for the holiday party so pizza can be ordered; a poll can be put on the post or a Google form can be created
- Need a place to drop off food items for party; Mr. Worthington suggested Mr. Jackson's room

**Director's Report**

- Chess, the show and grad school are finally over

- Mr. Worthington will make sure he comes up with a list of needs for props and tech crew as early as possible
- Auditions for Hairspray are the first week back from holiday break; auditions are January 3 and 4 with callbacks on January 5
- Mr. Worthington is finalizing the musical selections with Mr. Jackson and then will send out the audition packet
- We received a \$5k donation for sound; so far \$3500 has been spent on an audio engineer who went through all the microphones and trained cast and crew
- Sound equipment will be moved to the first floor
- Cabaret is on pause; Mr. Worthington has certain things he needs to go through with Mr. Stevens
- Mr. Worthington is met with Ms. Smith on Friday, 1/15. She's worried about teacher chaperones and having a large enough audience
- As of now, the Cabaret will take place in January. Students will pick songs they know, and the cast will perform a song or two from Hairspray. Students participating in the Cabaret will be capped at 20
- According to Mr. Worthington, 518 tickets were sold ahead of time for Peter & the Starcatcher (which is approx \$6k); rights for the show only cost about \$800
- Mr. Worthington intends to give a promo code for comp tickets for those people who donated items (tickets would be either for the Cabaret or for Hairspray)
- For the Cabaret, students can do a monologue, play an instrument, dance, or sing; duets and group numbers are fine
- Ms. Corelli will be doing choreography again
- Mr. Worthington has not confirmed whether the singing audition will be via video or in person, but there will be dancing during the audition dates
- As of now, Hairspray will have a pit. Trying for pit won't negate trying for the cast (and vice versa)

### **Spirit Wear**

- Plan to sell at Cabaret and Hairspray; Liz Cohen is hoping we're close to breaking even and can look into ordering larger sizes
- May be possible to set up a site where students can order (similar to sports boosters)
- Spirit Wear was sold at Peter & the Starcatcher

### **Other Items**

- Need to come up with dates for Red Carpet Party and ITS inductions
- Need a legit induction and election for ITS
- Need to make sure cords are ordered for graduation (blue and yellow); Mrs. McCusker, the senior advisor, may be a good contact; Ms. Marks may also be a good contact
- ITS dues of \$35 should cover this cord
- The folder with photos has only been shared with people in Peter & the Starcatcher

### **Hairspray**

- Tickets will always be sold at the door (in cash) since we don't want to turn anyone away

- Tickets will be available 3 to 4 weeks before the show
- ITS will hang posters for Hairspray (in places like Starbucks and the Charmery)
- Sabrina will be doing the t-shirt and poster design
- Nursing homes may want to order group tickets; if so, they should contact Colleen or Mr. Worthington

### **Lessons Learned**

- Need to make sure we always have a vegetarian option for tech week meals
- Subs had too many toppings so make your own sandwiches or simpler subs like Jimmy John's may be better; we also want to make sure we have condiments and toppings
- Need to include more soda flavors (like Sprite) for concessions; the kids like Capri-Suns
- M&Ms were great but got melty so we'll need to make sure chocolate is in a cooler
- Freshman parents should be encouraged to volunteer and come to meetings
- Anyone setting up concessions needs to be at the school around 5pm since the office will be locked at 6pm; there's prep work for concessions since we need to get everything into the cafeteria, get ice for the coolers, and set everything up
- Crew could help sell concessions
- We may want to have a locker in the office for Spirit Wear merchandise and take inventory of the items we have
- We may want to invest in a cart and a cooler for Theatre Boosters
- We should have volunteer check-ins so people are greeted and know what they need to do. At the end of the show, everyone who is assigned to clean up should meet in the cafeteria to check in and find out what tasks need to be done