1/10/23 Musical Meeting

ATTENDEES:

DIRECTORS: David Barker

MUSICAL CHAIRS: Audra Anderson, Dustin Anderson

BOARD MEMBERS, COMMITTEE CHAIRS & GUESTS: WenDee DeLano, Pam DeMartino, Anthony Garza, Valentina Garza, Laura Harrington, Amea Isom, Arwen Jackson, Lisa Maxwell *(Part of meeting),* Monica Mejia, Eric Richeson, Linda Roberts, Melanie Rushing, Pam Van Maaren, Becky Warfield, Melissa Washington

Meeting called to order at 5:03pm.

1. **Dance Camp Report (AMEA ISOM) - *AWEESOME JOB!!!!!!!!!!!!***

    a. **Notes for next year…**

    - Restructuring how we split the kids up so it's not as many kids in one room.
    - Maybe have the Dance Camp closer to their performance so they remember the dances.
    - Barker said to send out a quick video to all the kids so they can go over the dances and practice.
    - Barker got some good emails from the parents.
    - Kids loved the bags and the shirts.
    - They are asking if they can wear their shirts to their school.

2. **Royal-Tea Party Report - Melissa Washington**

    a. **Final ticket totals are 248?**

    - 6 plus the directors reserved tables - seat 8
    - 32 regular tables - seat 6
    - She will have a map to give and talk to the janitor.
    - She's lined out what she wants it to look like.
    - She may not do anything in the middle. They may just keep it open and not put the apple in there.
    - They painted yesterday. They plan to wash frames and tiers.
    - They may be short just 5-6 teapots, but they can pick some up from friends.
    - She will have an Amazon order for Becky by Thursday.
    - She will go to Arne's because they do tax exempt.
    - The rest will come from Amazon Prime.
    - Food-wise - Melissa will finish up the menu by Monday.
    - She toured the culinary kitchen. There is a door to the back of the cafeteria from the prep kitchen, so they won't have to go too far. We can't use the kitchen in the cafeteria.

- She has 2 Spotify play lists. One has all 3 Descendants shows in order. Instrumental Disney play while walking in. Directors welcome then they will play Descendants music and they will take pictures.
- If characters want to dance to their songs, then they can if there is enough room.
- For decorations, she has black and white base with an overlay over each table. 1 less plate per table.
- Melissa is putting together 3 tiered plates for serving. She thought of putting a tag on them saying "If they would like to purchase it then they can take it home with them." It could be $15-$20 fundraiser and put it in merchandise and not concessions.
- Make the tag where they can tear it off and they will clean it off during the show and they can take the tag to Becky at concessions to pay for it and can pick up their plates after the show.

b. Sign Up Genius – I can send it out in our weekly email if you get it to me

- Melissa will get the information for the Sign-Up Genius to Audra tomorrow.
- Pam will do registration.
- Melissa wants a parent or theatre student stationed at each backdrop to prevent them from falling over and to take pictures.
- For Friday, she just needs people from 4:30-6:30 pm then during the show her family can set tables while everyone else attends the show. Heavy lifting will be closer to 4:00 pm time frame.
- She will need people 8 am on Saturday.

c. What is left to do?

- She has a lot of hole punching to do this weekend.
- She will be bringing stuff up to the school in several trips.
- She needs many hands to help on Monday for a Wash Party.
- Melissa wants to meet with the theatre students to let them know what she was thinking of them doing for the Tea Party. She had in mind to have the leads take the guests from registration to their table. Everyone else will do other things such as interacting with the kids.
- Hopper will talk to the students to see who will be helping that day.
- For feeding the kids before the show, we might feed the kids somewhere else like a lecture hall.
- There are some things she doesn't want people touching. It will need to be all hands-on deck that Friday and Saturday.

3. Committee reports:

a. Backstage Help (Linda Roberts)

i. Sign Up Genius went out in the weekly email – hoping for good response

- They weren't getting response from GroupMe.

- They are sending it out in the weekly email.
- Several people still have 0 hours so hopefully some people will respond between now and the 18th so they will have a good training session.
- Maybe send out another reminder on Jan. 16th that the training will be on Jan. 18th.

ii. All Available Backstage Crew Needed on 1/18/23 from 3pm – 6:30pm

b. **Concessions (Ginger Cline and Amea Isom) -** ***(Ginger not present)***

i. **Concession Contributions Drop Off**

ii. **How many people did not drop off?**

- Ginger has the final list and will be here at 6:30pm. Evie dropped off Goldfish and a few other brought stuff.

iii. **What items do the theater classes need to bring in for hours?**

- Be thinking about what other stuff we might need.

iv. **Message from Barker:**

- **Unplug all vending machines, but we need to re-plug them at the end of the night.**

c. Costumes (WenDee DeLano and Pam DeMartino)

i. For formals – can we borrow from the "prom closet" if needed for formals…

- Waiting for the final list.
- Amea will look at Turner.
- Shepherds Nook has donated some formal costumes.

ii. Help sewing mic belts???

- Barker said we have 24 mic belts. We should be good for now. We have enough.

~~**d. Descendants Dance Camp (Amea Isom)**~~

e. **Fan Grams (Laura Harrington and Renee Nichols) -** ***(Renee not present)***

i. Fan Grams Workday – January 11th during rehearsals

- Meeting again on Wed.

- There are 3 bags of candy now.
- They are hoping to get another 100 bundles ready before opening night.
- This Friday is last day to turn candies in.
- They have Renee, Laura and may need 1 or 2 extra people for Show Nights. They usually have 3 or 4 around that table and it's enough.
- Laura said they usually have 3 tables total for fan grams

ii. Barker/Hopper – more fun/snack sized candy needed??

- They will know after they take inventory if they need more candy.

f. Merchandise (Audra Anderson)

i. Banner is in and looks great! Will hang with the clips from Tommy Tunes night

- Only things missing is silver wands.
- Pam brought some merchandise to show everyone.
- We need to get Carlos a pair of glasses. His color is red and James - red or white. *(Pam gave them to Costume Coordinators).*
- There may be 30 minutes before kids at tea party are able to go sit in the auditorium so the kids from the tea party could go to the merchandise table.

ii. We need to add items to online store for check out purposes???

iii. Certain costumed characters to help sell items before show

iv. To do – create displays with prices, inventory shirts, etc.

- There was discussion about possibly having blank character photos for the kids to get autographs.
- Barker doesn't want to have people line up after the show and delay people leaving.
- Audra will talk to Hopper.
- Arwen said she could work on Canva for a postcard.
- **ADD SIGNED CHARACTER POSTCARDS IN PRETTY SPARKLY MARKERS.** This rather than big posters.
- For Auction - framed cast posters - 4 per show. After first weekend we can see how they go.
- Arwen said there is a bin of those frames. See Arwen to find the frames. We might need to buy some more.
- We might need to add some more easels. Arwen brought her personal easels and Melissa has about 20 at her house.
- We will have 3 - 5 people help with Merchandise
- Question was asked about how merchandise table is keeping track of what they sell. They will count all inventory at the end.

- There will be a list of everything, and their price and it will be set up on the iPad. Becky will set these up. She is missing a square and we can possibly borrow from choir.
- Whoever is helping needs to download the app. Becky will bring cash boxes.
- They need to take inventory of the t-shirts since the Dance Camp.
- They need to create the displays later.

g. Musical Meals (Arwen Jackson)

i. 10 meals in total: (from original)

- Arwen needs the buyout list for those who opted out. Pam Van Maaren said that it's on the GroupMe.

Saturday - 1/14 - Meal #1 – Barbeque potatoes

- Parents bring in baked potatoes and Central Texas BBQ will do the meat.
- Lunch will be served between 12:00 - 12:40pm.

Monday - 1/16 - Meal #2 – Pasta night

Tuesday - 1/17 - Meal #3 – Taco Tuesday Night

Wednesday - 1/18 - Meal #4 – Potluck

Thursday - 1/19 - Meal #5 – King Ranch Casserole -

- They plan to feed them between 4-4:30 pm because it is Junior High Night.

Friday - 1/20 - Meal #6 (before show) – Soup and salad

Saturday - 1/21 - Meal #7 *(between Royal Tea Party and matinee Show)* – Sandwich & Chips

Saturday - 1/21 - Meal #8 *(between matinee show and night show)*

- Have the Booster Club cater a meal rather than soup and salad - *(Chick-fil-A offers a salad, nugget platters, sandwiches, wraps, fruit trays).*

Friday - 1/27 - Meal #9 (before show) – Soup and Salad (Tommy Tunes Night)

Saturday - 1/28 - Meal #10 (between shows) – Soup and Salad - add another meal since a long day or cater the meal.

- Torchy's Tacos may be able to bring in some tacos. Anitra Frederick knows them well. They may come for the last meal. Piper Heinrich is the marketing person.

ii. Dietary restrictions/allergies must be looked at

iii. Do we need a Sign-Up genius for meals?

h. Orchestra Liaison (Antonio Garza)

i. Each musician needs a small bucket with a water and snacks in it.

- The pit can't be enlarged and it's pretty tight this year so we are wanting small square or rectangle buckets or baskets full of snacks, so they have it there under their seat. Make sure they don't need replacement waters or stuff.
- For Sitz probe, they will need snacks and a water. Standard items such as peanut butter crackers, trail mix, etc. - not messy things.
- Are we feeding the musicians between the shows? We probably need to. Add 11 to the headcount. Not the before meal just the in between meal.
- We will only need to feed meal # 8 and meal # 10 to feed the musicians.
- Either Anthony can go buy whatever he needs, and then theatre can reimburse him, or Audra can pick things up.

ii. Get with the concessions committee to see what we have in stock, if we need to purchase any items, please email Audra Anderson.

- Anthony can use what we have in stock for the baskets.

~~**i. Parade Float Building (Dustin Anderson)**~~

j. Playbill (Eric Richeson)

i. Sent to print shop

- It's done. Lisa got with Audra because she had a blurb, but it was too late.

k. Props-Runners (Monica Mejia)

- She needs to talk to Hopper about things. Now Hopper will know what she needs.

l. Publicity (Audra Anderson and Bob Alva) - ***(Bob not present)***

i. I am seeing posters around town but not a ton…

- Audra is seeing some posters around town and a lot in the high school.

m. Royal-Tea Party (Melissa Washington) (SEE BULLET #2)

n. **Set Building (Lisa Maxwell and Matt Cline) -** ***(Matt not present)***

i. Finishing touches being done

- Just finishing the last things up to make it pretty.

ii. Workdays in GroupMe

o. Sponsorships (Arwen Jackson)

- Nothing has come in, but she plans to go out this week.

~~**p. Study Hall Parents (Audra Anderson)**~~

q. Volunteer Hours (Pam Van Maaren)

i. We need to contact those who have less than 5 hours

- There are 4 in cast with less than 5 hours.
- For Crew, Oliver should be fine.
- Audra and Pam will talk about it.
- There might be some kids helping with set and so Pam will get with Bob to look at the list.

ii. Volunteer hour deadline is 1/28 by end of show.

iii. $150 charge if not completed

r. Budget (Becky Warfield)

- $35,000 has come in but $12,000 has gone out.
- Becky Warfield will get with Barker about who still needs to pay.

4. Dustin, Pam, and I will begin working on the cast and crew board

a. Pictures printed, matte printed → Pam is assembling

- They printed off pictures and Pam will begin assembling and attach to the cast board. They won't assemble it until Barker has looked at it.

b. Waiting for crew board

- They came and measured it all, but Barker will email Cooper to check on it.

5. **Upcoming event:**

    a. **Royal-Tea Party 1/21/23 at 10:30am [11 days till event]**

6. **Comments/concerns/questions**

    a. **Set Up - Concessions and Merchandise will be separate**

    - The Descendant's Market will be where the library inlet is, and it will be separated from Concessions and Auction items. Mike Fox will be where he will always be.

    b. **Sign Up Genius Information**

    - Merchandise - 3 people but Audra and Pam won't sign up so they may have 5.
    - Auction items - 2 slots
    - Play Bill - 2 slots
    - Usher - 2 slots
    - Concessions - 5 slots
    - Fan Grams - 3 slots (they usually cover the auction as well)

    c. **Posters for Auction** ***(some of this is up in Merchandise section)***

    - Barker asked how many posters we are doing for Auction - 3 per performance.
    - Audra thinks we should have more.
    - Kids really liked the autographs.
    - Dustin had a thought of as a Fundraiser they could have the 8 main characters sign some posters and them auction those out.
    - Eric mentioned he had signature pages in the Playbill
    - Laura mentioned we have 3 posters on easels. It would probably be ok to have a couple of more posters with character signatures at the auction table and there will be a sign-up sheet there so they will know which poster they are bidding on.
    - What about head shots on a postcard because little kids might want to buy those.
    - Barker likes the postcard idea.
    - Do we want to add signed character post cards? Yes. *(I added this to the Merchandise section.)*
    - For Auction, we are just doing framed cast posters for each show. We will plan for 4 per show and see how it goes. We could always add more the next ones.
    - We will need extra easels. Arwen knows she has some and Melissa has 20 extras at home.

    d. **Mike Fox - Headshots**

    - When is Mike Fox coming for character shots? Thursday, Jan. 19th at 5:30pm.
    - We may need to move it because he needs 2 hours.

- Arwen needs to communicate with him. He was scheduled for Thursday, January 19th for Junior High Night but he can do it a different day since we are having tech rehearsal all week next week.
- They will be in costume 16th, 17th, 18th**.**
- We need the 4 parent characters and 4 kid characters.
- Everyone needs to be there because he will do the big cast photo.
- The individual ones are for promotions, and some did character shots.
- Barker asked if we could see if Mike Fox is available on Monday.

e. Junior High Nights

- Concessions and Merchandise but not Fan Grams. - FREE NIGHT

Meeting adjourned at 6:16pm

Minutes taken by Melanie Rushing, Secretary of Choir Booster Club – January 10, 2023

X *Melanie Rushing*