



# 11/8/22 Musical Meeting Minutes

## ATTENDEES:

**DIRECTORS:** David Barker, Cheramie Hopper

**MUSICAL CHAIRS:** Audra Anderson, Dustin Anderson, Rachael Holden

**BOARD MEMBERS, COMMITTEE CHAIRS & GUESTS:** Eric Richeson, Tracie Richeson, Pam DeMartino, Lisa Maxwell, WenDee DeLane, Ginger Cline, Pam Van Maaren, Arwen Jackson, Becky Warfield, Matt Cline, Melanie Rushing, & Erin Bunyard (*via FaceTime*)

*Meeting called to order at 5:08 pm.*

## 1. Musical Meeting Recap from 11/1/22 – Audra Anderson

Audra Anderson briefly went over the following items from the last Musical Meeting and she, Mr. Barker & Rachael Holden added a few comments.

- a. **Cast/Crew updated list of payment. 5 have not paid as of 11.1.22. Drop date is 11/9.**
- b. **Shirts have been ordered 😊** - Barker said that they are in the cue to be ordered.
- c. **Committee heads have been selected, groups of volunteers have been formed, and the committee heads have received the volunteer's contact info.** Audra commented that Lisa Maxwell is co-chair of Set Building with Matt Cline; GroupMe's plan to be formed for the different Committees if they haven't already been set up. Arwen asked Lisa Maxwell for her preferred mode of communication – Lisa said GroupMe is fine and volunteered to make a parent volunteer GroupMe for Set Building. Arwen said she would get any Committee GroupMe's set up that still need to be set up. Rachael will forward Arwen the list of volunteers. Rachael asked if Committee heads received their emails. All have given confirmation except one denial which is publicity. The Publicity Committee Chair is still open.
- d. **Sponsorship drive has begun.**
- e. **Mr. Henley has agreed to let us use his computer for Photoshop to make the posters.** - Mr. Barker could not recall who was asking what goes on the credits and contract stuff that goes on the flyers. Audra emailed Eric the Disney pdf of what you can and can't do. In the flyer pack they say all the names and sizes of the information.
- f. **Approved for Hometown Christmas Parade!** – Rachael got approval for the Hometown parade. Rachael said she talked to Lindsey & Taylor who are involved in the Hometown parade, and they are having to talk to the director about whether we can pass out postcards at the parade. The fee is \$500 if it is not waived. Erin Bunyard (*via FaceTime*) said that if they don't waive the fee, we could split it between Theatre

and Choir. Arwen said that we did pass out postcards for the Kantorei Christmas Tour last year, but the postcard had not only the list of performances for Kantorei, but it also had the Musical information on the postcard. Rachael doesn't know if it will be messy with the budget to split the cost between Choir and Theatre. Erin said we can discuss this further offline.

- g. Descendants Dance Camp flyer created** – Audra said the flyer looks awesome and it's out.

## **2. Volunteer Background Checks – Audra Anderson**

- a. Audra, Barker & Hopper need to get together after the school internet is back up to make a list of who all has completed the background checks.
- b. Rachael is compiling a list and Audra will send it to Darla Lemmons, the Principal's Secretary who handles volunteer information.

## **3. Budget meeting – Rachael Holden**

- c. Meeting will take place after this meeting (*Notes were not taken at budget meeting*).

## **4. Tree lighting – Dec. 2<sup>nd</sup>/Parade – Dec. 3<sup>rd</sup> - Update – Rachael Holden**

- a. **Tree Lighting – Dec. 2<sup>nd</sup> 6-9pm/Parade – Dec. 3<sup>rd</sup> at 6pm** - For the Christmas Tree Lighting event, we don't have to pay a fee to have a booth where we can pass out flyers and postcards. However, you cannot walk around and pass out the items, you must stay at the booth. The announcer can say something about our booth to let people know about it.

To participate in the parade, it is free but to pass out something it costs \$500. We cannot throw anything off the float. Arwen said the Parade Committee has waived the fee in the past with Kantorei. Arwen says there is no better exposure than at the parade. Lisa Maxwell said they ran out of cards when they passed out for Cats. Arwen said we need to invite every person we know to dress up in festive Christmas gear to walk behind the float and pass out the cards. There is no limit to how many people you have walking behind the float. Reason fee was waived in the past is Kantorei has been working with the parade committee for a long time.

Barker said we could probably just pay the \$500. He thinks it's fine if we increase the budget from \$300 to \$500. Barker asked Arwen to get a ballpark figure of how many cards she made last year. Arwen said they printed 5,000 postcards. (*Hopper found an extra box from last year they didn't use.*) An outside vendor printed the cards instead of the school. We should be able to get the postcards through the school if we do it early enough. If we want to have the postcards for early events, we might order even more. Have extra

candy canes available so we don't have to hand out 6 cards to each family. For the parade, have one person handing out cards and one person holding the bag of candy. (Small peppermints). If you don't attach the candy, people won't take the card. Dustin said tell the youth that the cards go to parents and candy to the kids. Arwen said the 99cent stores "in the ghetto" have the candy. Arwen can get the Marshall Bags and a bunch of candy canes.

Dustin proposed the question of whether we could have double points for the cast showing up for the parade – Arwen suggested saying they get a flat 3 hours. Last year we didn't get much participation because it wasn't communicated well.

The conversation then turned back to the printing of the postcards. Daryl was able to do them very cheap. The school is behind in printing, but if we give it to the school now, they should be able to do it now. Barker got the coffee house stuff – turnaround was 48 hours after he asked them about it. Lori Romero (formerly Boyd) is the contact. You must email Lori Romero and give her time to respond then you may need Mr. Barker to follow up with her.

Regarding the postcard, we will use the same format as the magnet for the front of the postcard.

Regarding the postcard to be passed out at the parade or at the Christmas Tree Lighting event, there was quite a bit of discussion, but the final decision is to create a sample card with the following advertisements on the card:

- Dates & Times of Descendants
- Date & Time of Dance Camp
- Date & Time of Royal Tea Party
- A "For More Information" QR code that will take you to the website to a page Eric Richeson is creating where you can click on the following items to purchase tickets:
  - Tickets for Descendants
  - Sponsorship for Descendants
  - Sign up and payment for the Dance Camp
  - Sign up and payment for the Royal Tea Party

[The FRONT of the card will have Musical Information and the BACK of the card will have all other information.]

**Questions regarding the Tree Lighting:** Mr. Barker had questions regarding mics for tree lighting – Rachael said they plan to get back with us.

Dressing Room – 1 dressing room; space is small; those who don't have to change -just come dressed and ready to go.

They will put space between Kantorei and Descendants songs.

Barker asked: Are we going to do the booth? Rachael said we can bring out own tent and someone could stay there to pass things out. We can't walk around to pass out things. We must be in our booth space, and you cannot go out of that space. Rachael said it is easy way to get hours. She will set up a Sign-Up Genius.

If we have the Booth at the Pearland Tree Lighting Ceremony, we need to triple the advertisement Postcards; Candy canes or some type of candy that we will only give at the tent/booth since we can't walk around.

Barker asked if there are there any additional rules we must know about. Rachael said the announcer can state that people can attend your booth since we can't walk around.

So, the bottom-line regarding the Parade: either pay sponsorship fee or hopefully they will waive the fee so we can pass out postcards & candy.

**b. Advertisement Cards (Dustin)**

Barker said: We need Royal Tea Party flyer soon because we need to put it on Peach Jar. Send Arwen the finalized Dance Camp information so she can start pushing on social media.

**5. Committee reports:** Audra introduced the following committees.

**a. Backstage Help (Linda Roberts) – No Report**

**b. Concessions (Ginger Cline and Amea Isom) – No Report**

**c. Costumes (WenDee DeLano and Pam DeMartino)**

- **Do we need a costume rep for Razzle Dazzle Day?** Hopper said she needs to put out a list for shoes and tights, we don't need anyone to volunteer

**d. Descendants Dance Camp (Amea Isom) – No Report**

- **Update from Barker and Hopper about flyer and website:**

- Barker said we are waiting on Bell to approve the flyer; Communication doesn't want to move on it until Bell is around. He is in band. This is a booster fundraiser, but district is holding it up. Should go out 15<sup>th</sup> of this month, 1<sup>st</sup> of December. It will go out on Peach Jar twice. – 1<sup>st</sup> – 6<sup>th</sup> Should we print it for the community?

Arwen said we need to make sure we can make things to go out in the schools. However, Barker is hoping Peach Jar is good enough.

- Arwen said she can put it out on social media. Tell her when finalized and she can do it.

**e. Fan Grams (Laura Harrington and Renee Nichols) – No Report**

**f. Merchandise (Audra Anderson) – No Report**

**g. Musical Meals (Arwen Jackson) – No Report**

**h. Orchestra Liaison (Antonio Garza) – No Report**

**i. Parade Float Building (Dustin Anderson and Curtis Holden)**

- **Date and time of builds will go out soon** – they are planning on building Nov. 27<sup>th</sup>, the week after Thanksgiving but the week of the parade.
- Barker said we need to have the banners made; trailer is about 20 feet long and will be parked at the Maintenance office on Mykawa. We can build stuff here at PHS and transport it to the Maintenance center.

**j. Playbill (Eric Richeson)**

- He plans to send the first email for people to get their stuff ready for the playbill; Mike Fox will do the head shots, but we need to find a time. Barker is texting Mike Fox about this. Last year they wore their cast and crew shirts. Barker said shirts will be in his hand by Dec. 1<sup>st</sup>. Eric feels it will be easy to put pictures up. For headshots, they talked about what shirts to wear. Barker said to just wear any black shirt. **HEADSHOTS will be November 30<sup>th</sup> at 5pm** because Dec. 6<sup>th</sup> is the Choir Christmas Concert.

Eric said he doesn't have the Crew list. He has the Cast list. Audra has it and she needs to forward it to Eric. He emailed Lori Romero about the playbill, but he hasn't heard back from her. He said Jan. 7<sup>th</sup> is the drop-dead date but he will send everything to Barker to communicate with Lori.

Barker – communication wise – pick 2 days and send an email. Eric and Barker talked about what days to send emails to the parents. He will send it to Audra about when to send the emails.

Barker asked about FERPA. Have students signed FERPA agreements? FERPA forms must be signed by all cast and crew to have pictures in the playbill. They are concerned about all NON-theatre cast and crew members

not having a FERPA form signed. Barker, Hopper, Kessler, & VonDette will have to confirm that all cast and crew members have FERPA form on file.

**k. Props-Runners (Monica Mejia) – No Report**

**l. Publicity (in need of a chairperson)**

Arwen said she would handle all social media.

**m. Royal-Tea Party (Melissa Washington) – Barker & other members discussed**

- **Tickets and Flyer must be made** – Barker said to make tickets ASAP
  - ON THE FLYER – Audra asked for guidance.
    - Hopper – said you will have cookies, juice, and tea.
    - Be as vague but as specific as possible.
    - Audra said she would make the tickets in bundles with a dotted line, so they get part back, so we know how much to buy.
    - They will state that it is for children. Family friendly event but Barker thinks 2 and under free. Will charge 3-year-old and up.
    - Everyone coming will have a ticket.
    - Someone suggested the Royal Tea Party ticket say: “Ticket needed for a chair at the tea table”.
    - Audra chose **Nov. 30<sup>th</sup> by 3-5:30 pm** to pick up tickets. Parents can pick up tickets. Students can if they sign something stating how many they took and are responsible for returning any unused tickets.
    - Tea Party is Jan. 21<sup>st</sup>
    - Cost is \$20 for Tea Party for each person. (*This is to limit the size of the Tea Party*).
    - We can have students sell the tickets, but we can possibly sell them online.
- **Date for ticket pick up by parents/cast/crew? Nov. 30<sup>th</sup> by 3-5:30pm**

There was quite a bit of discussion about selling the Royal Tea Party tickets online versus selling them by the Cast and quite a bit of discussion about some of the Royal Tea Party logistics. Following are notes from the discussion:

- Arwen asked if there was a reason why we couldn't move to a gym (Auxiliary Gym – South Gym) if we outgrow the Commons.

- Dustin said that per the paperwork, 49 kids are interested in getting tickets for the Tea Party. Barker then asked about the food. Arwen said she could make food happen for 500.
- Hopper said there is a lot happening that day – the dance camp is the same day plus 2 performances.
- They discussed capping the tea party at 250 people at \$20 each. Barker said Profit might be \$3000. Arwen looks it as community awareness. Meghan spent almost \$2000 on the community event last year. Racheal said for us it is not as big of a profit since the students will be keeping the money for any tickets they sell.
- Arwen asked if we are just selling tickets through the cast members and not the public. Barker feels we need to open it up to the public. Arwen said if we post it online, you can't just limit it to cast members selling tickets. Barker thinks goal is to get "butts" in seats and then they will end up in the theater. Targeting the 1<sup>st</sup> – 6<sup>th</sup> graders. Tracie said we should just charge more for that show – Barker said that would be another new nightmare.
- Majority of the students' work is being socialites. Parents will do all the other work.
- Arwen asked if we could ask about the auxiliary gym. Barker said we could just use the cafeteria and the LGI room.

There was quite a bit more discussion about the ticket sales for the tea party. However, the bottom line is as follows:

- **Final decision** is we will open ticket sales up to the public and not just limit it to cast members selling the tickets.
- **Tickets will be given to Cast Members to sell on Nov. 30<sup>th</sup>**
- The students will have 15 days to sell tickets and then they must **return any tickets not sold by Dec. 15<sup>th</sup>**.
- We will **open the website to purchase Royal Tea Party Tickets by Nov. 30<sup>th</sup>** when we hand out the tickets to the students, **or no later than Tree Lighting – Dec. 2<sup>nd</sup>**. We will then close the Royal Party tickets online by either Dec. 30<sup>th</sup> or when we reach 350 people.
- If a person plans on purchasing a ticket online, it will be a general ticket not connected with any student. If a person wants to purchase a ticket from a specific student, then they must purchase it from that student, not online.
- Arwen doesn't think we need to worry about having too many purchasing tickets for the Royal Tea Party.
- We will have a Check-In Table at the Royal Tea Party.

- If you are selling tickets on your own, don't send people to the website.

**n. Set Building (Lisa Maxwell and Matt Cline)**

- Lisa is former theater parent, and she is passionate about this. She wants us to encourage parents that anyone can help in this area. Even if you can just hold a paint brush. If any questions, parents can contact Lisa Maxwell at her Pearland ISD email: maxwellll@pearlandisd.org
- Matt has nothing to add except that the trailer is 18-20 feet.

**o. Sponsorships (Arwen Jackson and Sheeja Bijoy)**

- **Sponsorship drive has begun!!!** Ace Hardware has been contacted.

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

- They are "rockin' on"; Tracie had her energy drink for the study hall. Some evenings are slim and other times there may be a packed house. Audra will send in the GroupMe about how many students they should expect when they come to help as a Study Hall Parent.

**6. Upcoming events: Audra Anderson**

- **Razzle Dazzle! On campus 11/11 from 5:30pm to 6pm**
- **Carwash Poster Party 11/16 from 2:45 to 3:45 in Hopper's Room** – cast wants to make the posters
- **Carwash 11/19 from 9am-2pm – Sign up genius**
  - Donations in bucket – Make a poster students can hold that says scan me for donations
  - Arwen said Musical Carwash was good last year because of good weather and because students were at the corners collecting donations. Last year some people even donated \$100 bills. However, people will not just give students money. We need to have buckets or water pitchers for the students to hold and posters that have a QR code for donations if some want to donate but don't have cash. You will also need a lot of volunteers for the carwash to be successful.

- Audra will get 20 of the buckets that are somewhere in the school. – Matt Cline told her she can get the buckets.
- Arwen said we are lacking a lot of towels. Erin said we could raid the choir for the towels and buckets for car wash. Rachael wanted to get the carwash stuff soon so they will have it ready.
- Rachael will create a Musical Car Wash Sign Up Genius for the students because one has already been set up for the parents.

## **7. Comments/concerns/questions**

- There were none to my knowledge.

**Meeting ended at 6:46pm**

Minutes taken by Melanie Rushing, Secretary of Choir Booster Club – November 8, 2022

X Melanie Rushing