



12/8/22 Musical Meeting

ATTENDEES:

DIRECTORS: David Barker

MUSICAL CHAIRS: Audra Anderson, Dustin Anderson

BOARD MEMBERS, COMMITTEE CHAIRS & GUESTS: Laura Harrington, Amea Isom, Arwen Jackson, Melanie Rushing, Pam Van Maaren, & Melissa Washington

Meeting called to order at 4:05 pm

1. Recap of Nov. 30th and the Christmas Events

a. Headshots with Mike Fox

The time was good. The only other time we would have the students together is the 1st 2 days of practice. There were only a few people that didn't get their picture. They came in and knocked it out quickly. We were ahead of schedule. Audra took Tanner Pham's picture.

i. Changes for next year

- Next year lets book him earlier in the process before his schedule gets busy.
- Make a checklist for the Musical Chairs next year to book him early.
- We learned that Mike does vinyl's – we could have him do those next year.

b. Tree lighting

Arwen was really excited about the community awareness that weekend. The schedule went well on our side. On the city side they wanted to cut our group because of time.

i. Changes for next year

- We don't need music for the booth. It was too loud.
- It was prime location for the booth, so try to get same spot.
- Bad rule is they can't get out of their booth. Maybe ask next year, can we get out of our booth to pass the cards out?
- They discussed maybe making signs or shirts.
- If we are the last performance next year, then maybe our kids could walk through the audience and pass out cards and candy canes.
- Tell costuming people that we are going to do the Tree Lighting. Let them know they need to get costumes ready by that day and tell them earlier, so they have time to get the costumes together or made.

c. Parade

They loved the bus idea for that many kids. Keep the bus because they had already filled that bus. This year we had about 60 students. The float looked amazing. Arwen was pleased with the community awareness. It was graphic and well-lit. It was well done. For the candy canes and cards left over, Arwen will pass the rest out at Santa's pictures.

i. Changes for next year

- Next year, they will need to have a sign-up genius early for those wanting to participate in the parade and ride the bus. (We had a lot of students this year and not enough seats on the bus).
- We need to schedule the bus early, so we aren't trying to schedule a week before the parade. As soon as we know the date, we need to schedule it.
- Request to not be the last performer so we don't possibly get cut. They were dropping and losing people which made it difficult on the city for scheduling.
- Next year they need "Bus Stops Here" sign. (Arwen said they are still perfecting this event. They do appreciate input.)
- Next year, clarify drop off times because this year we had a few issues with inconsistent drop off times because Barker said Lindsey said one thing and the paperwork said something totally different. Lindsey said we could drop off at 5pm or 5:30pm and the float at 4. Cops were saying 4pm was the shutdown. Get clarification next year.
- Next year, NO SNACKS – only water. They didn't need the snacks. They got into the water and not the food. They almost ran out of water.
- There needs to be a link to vote for the best float. We were on YouTube because there was a live feed.
- We NEED MORE CANDY next year. They need to double the candy for next year.
- They need to be more organized about telling the students how you hand out the cards and the candy canes. They really need to assign jobs to the students. You can't just be there and wave. We need to explain it good to the kids.
- They suggested doing a parade meeting and tree lighting meeting before and maybe car wash etiquette. Some kids don't want to talk to people so they may not have known what they signed up for.
- Next year, pre-open boxes for the candy canes.
- **For next year, we need more candy and more postcards.** We need to double both. *(We spent \$136 for candy canes twice. 4 huge boxes. $48 \times 25 \times 4 = 4,800$. We could have used double that. The place Arwen goes to get candy canes is a lot cheaper and they are pre-cut.)*
- Candy Canes need to be bought as soon as they get on the shelf and go purchase two times.
- Next year, open the parade up to as many theatre kids as possible. *(Comment was made that Diego was a super star. He can be problematic, but he was passing out cards and talking to people.)*
- Figure out who will be driving the truck next year and doing the trailer because Matt Cline won't have a student in theatre next year.

- Regarding the Parade Float Build – whoever is over musical next year may need to start in September for the Float Build. Arwen said a lot of people have property and could possibly store the float, but it needs to be in a covered shop or maybe we could rent space out at the warehouse. Start earlier so we have more weekends available. Maybe design and planning and purchasing of materials start right after it is cast. (Put this on the checklist you make for next year’s Musical Chairs.

d. Comments regarding Postcards/Posters

- They talked about printing up 2,000 more postcards and Audra would order them. However, after looking in a box, Arwen decided that she didn’t need more postcards.
- Barker talked about posters and that they need to be proofed and printed. He emailed the poster to a few people. Barker said to **order 500 posters.**

2. Committee reports:

a. Backstage Help (Linda Roberts) – No Report

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

c. Costumes (WenDee DeLano and Pam DeMartino) – Audra got a report from WenDee

They are working on costumes at home and Hopper is doing an updated list.

d. Descendants Dance Camp (Amea Isom)

- Amea had some questions about the dance camp happening on January 7th.
 - Are Rotten to the Core and Be Our Guest the dances? *Yes, they are.*
 - Who is teaching the kids the dance? *The kids doing the dance.*
 - When will bag and t-shirts be available? *As soon as we close the selling of tickets we will know.*
 - Can we possibly cut out that final date so she can get all the supplies? *Yes. They will change the Final Registration date to Dec. 20th so she has time to order stuff.*
 - Pizza with the cast – do I get enough pizza for cast and kids? *Yes.*
 - Will there be characters with the cast? *Maybe some of the cast who don’t dance could sit with the kids. Cruella DeVille, Jane, Riley don’t dance – they can be costumed kids. (We need to let the kids know that they will be in costume to eat with the kids. Amea will set up a description of what the students will be doing to help.)*
- She broke kids up into grade level for dances while other kids are doing their craft.
- Flyer said in auditorium, but it may be in the Fine Arts Gym. So, they will teach the dances in the Fine Arts Gym and show it off to parents in the auditorium.
- We have the cafeteria booked.
- She has a schedule.
- We might need to do a number check in system. We will have parents work that station. After the show case, they will sign the kids out.

- Craft 1 - they will make the doorhanger like the flyer. Print it on cardstock. She will send it to Audra to print it.
- Craft 2 – Descendant Bingo Game.
- She’s working on the volunteer sign up.
- Groups will be 1st – 3rd and 4th – 6th grade.
- As they rotate there will be adults and kids with each group.
- Give them their bags and shirts after their pizza. Can change into their shirts and put crafts in the bags.
- For labels – you could put a number on the bag.
- We need to have a check list at the dance camp for the matinee performance date.
- We are ordering the bags now. Should we buy more than 100? Not at this time.

Sales to date – 66 tickets

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

i. Can we separate sales of fan grams and concessions...?

- They got all the bags done.
- They got started on the bundles and they need more candy coming in to do that.
- They plan to meet again next Wednesday. They will keep meeting once a week until the musical. They want to have as much done before.
- Some people pay concessions and fan grams at the same time. They need a better way to track fan grams vs concessions. Audra will have a conversation with Becky.
- We are doing \$2 for concessions.
- Arwen said you could have a coupon.
- We do need to see the total for fan grams vs concessions.
- (*See the section for the Royal Tea Party for Laura’s comments regarding a possible photographer for the Royal Tea Party.*)

f. Merchandise (Audra Anderson)

Ordering some items soon.

g. Musical Meals (Arwen Jackson) – No report

h. Orchestra Liaison (Antonio Garza) – No Report

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

j. Playbill (Eric Richeson) – (*Not present, Audra made few comments*)

i. Extended due date to December 10th

- Audra confirmed that we extended the due date for the playbill ads to Saturday, December 10th.
- Several commented that Eric’s tutorial videos were amazing and very helpful.

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

l. Publicity (OPEN) - No Specific Report but several commented

- Arwen noticed no posters around the school.
- Kids are supposed to sign up 2 spots where they are to hang the posters.
- Barker said we need to create an email. You can get hours for taking posters around.
- Pam asked how to track hours for posters.
- Someone said students should be walking in with tape, push pins or stapler. If they don't give a direct answer, the student needs to ask when they can come back and talk to whomever.

m. Royal-Tea Party (Melissa Washington)

- Audra has only signed out 34x5 tickets so a total of 170 tickets. These are only for kids who want \$100 back. Tickets are due back Dec. 15th.
- We are capping at 250 tickets total.
- Melissa bought plates and she needs to return some plates.
- Melissa posted to Pearland Talks, Facebook pages and Moms of Pearland. She needs to give it to Hopper for the Instagram page.
- Within an hour she had 10 comments. Many of the comments were that they were waiting for show tickets to go on sale so we may have a surge of buying tickets.
- Regarding show tickets, we will go live on Dec. 15th. Normally it's only 2 weeks before selling the tickets. There was some issue with selling these early.
- We will put banners out next week.
- Tickets go live tonight for Santa pictures.

i. Details of Tea Party

- Check in at 10:30am
- Start time is at 11:00 am
- End about 1pm
- Descendants' apple in the middle and tables around the apples
- There will be stair stepped shelf
- Backdrops on left hand side
- 2 tables with a coloring station – have colors and little Descendant booklets
- 2 tables – apple sugar cookie and let them do their own apple with white icing with red glitter instead of red icing that could potentially make a mess (Arne's cheaper than anywhere else for Wilton supplies)
- For the fill time before we start, it will be the coloring pages and photo opportunities with the backdrops.
- Please take pictures of the cast and do we have a hashtag #descendants
- We will need a speaker/sound system for music and a microphone.
- Kids walk through and take pictures with performers
- 32 tables – she would like to have a few extra tables for when some people aren't arriving together.

- She is going to search for tea pots. We have already found tea sets.
- They will use several thrift store queens.
- If you know of anyone who has a tea pot and wants to let us borrow it, please let Melissa know.
- Arwen has some teacups and plans to bring them for the tea party.
- Room 1732 – can she use one of those shelves to start storing things?
- There is a closet behind the ticket booth. Barker only has the key to that room. Melissa can start storing stuff in that closet.

ii. Menu for Royal Tea Party

- Ham & cheese & possibly turkey croissants, cucumber sandwich, pimento sandwich
- Cake balls, pumpkin bread, cookie, one more dessert
- Tea, water, lemonade
- Maybe peanut butter and jelly or just a jelly sandwich or cheese sandwich or a “Crustable”
- Anea has a tea recipe
- Spiced tea is very expensive to make from Four Friends Tea Room
- We may have a tasting teatime party.

iii. Possible Photographer for Royal Tea Party

- Laura mentioned Mrs. Fox who came to take pictures of the choir on Tuesday. Mrs. Fox mentioned the Royal Tea Party. She has a whole set up to do tea party pictures. Mrs. Fox could come to take pictures at the tea party. She mentioned us charging to take pictures. Mrs. Fox also talked to Melissa Washington. It won't be a high Victorian tea party so Melissa is concerned that she may not have the right style of backdrop that matches us. Melissa thought she would walk around and take pictures. Barker suggested to make a list of questions to get clarification. He said it was fine if they want to help for free, but we don't want to charge people any more money.
- Laura said Mike Fox came and for \$35 you got 2 poses and professional family pictures. Melissa said it will be hard to charge them again with 250 people in the room. It may be difficult but may be fabulous. Barker said to reach out to Mrs. Fox and ask a few more questions.
- Arwen was wondering what the kids will do between tea party and the musical.
- We have other stations where we will have people taking pictures.
- Melissa feels charging for pictures will not be good. Audra said finding out the price might be good. Maybe being separate from the tea party.
- It would possibly be pure profit for us if Ms. Fox would do this. Melissa will be following up with Mrs. Fox regarding these questions.

iv. Set up

- They will probably do their workdays the Saturday before. There's not a whole lot to work on beforehand.

v. Printing Request

- Printing request – coloring pages & menu card to set on the place setting
- Email Audra the print request

vi. Committee Meeting Schedule

- Right now, she has 3 moms and a grandma to help
- Could she come up Monday to have a meeting around 4:30 pm.
- She will send out a GroupMe to see if others would like to come.

vii. Marketing

Nothing to report.

viii. Sales to date – 13 individual online tickets, 2 reserved tables online, & there have been 0 bundles returned to Audra as of 11am today

- Arwen had a question about ticket sales for the tea party. People had questions about selling a table online. Would they be able to get any of that money back?
- They can get hours for extra tickets.
- Barker said we are just able to sell 5 presale tickets and not 8.
- Barker said that next year we can do it but not this year. Selling a table wasn't an option at first. Next year he is open to it but not this year. THIS YEAR JUST 5 TICKETS YOU CAN SELL.

n. Set Building (Lisa Maxwell and Matt Cline) – No Report

o. Sponsorships (Arwen Jackson and Sheeja Bijoy)

- We encourage people to pay \$500 up front.
- We aren't going to do refunds if people bring in sponsorships.
- They may not be motivated to get sponsors.
- Hopper is going to send Arwen a list of businesses.
- Arwen wants to clarify – if someone brings in \$1,000 sponsorship, can we refund them. Barker said we could potentially do this.
- There was a question regarding Sheeja Bijoy. It doesn't look like she is co-chairing for Sponsorships. She will help ask the people she works with.

p. Study Hall Parents (Audra Anderson) – No Report

q. Volunteer Hours (Pam Van Maaren)

- Barker said we need to have a list of Volunteer Opportunities that are coming up so they can see where they can potentially help and earn hours.
- He suggested creating an email maybe next week and send the email on Tuesday that says attention parents if you need hours, here are the opportunities. In the email, put

important to check GroupMe and list all the heads of committees in this email. For instance, Dance camp needs help – if you are not on a group me, this is who you need to contact. Fan Grams will meet at this time. Tea Party will meet at this time. In the email, can we include that you must sign in and sign out, so you get credit. If they forget, please contact Pam Van Maaren.

- Any committees send Pam the list of how many hours people have been working.
- Put something in the weekly update regarding Volunteer hours.
- You need to go to Descendants All Parents to put in your volunteer requests.
- Concern was mentioned of people being kicked off GroupMe. Arwen said that if she can have a list of all the cast members, she can check GroupMe.
- Audra asked Barker about an email she sent to him regarding volunteer hours. He said he approved everyone on the list. These people in email are getting their 20 plus hours of volunteer hours and \$100 off their musical fee. They include Dustin & Audra Anderson, Eric Richeson, Pam Van Maaren, Becky Warfield, Linda Roberts, Matt & Ginger Cline, Amea Isom, WenDee DeLano, Pam DeMartino, Laura Harrington, Renee Nichols, Antonio Garza, Arwen Jackson, Monica Mejia, Melissa Washington & Melanie Rushing.
- For Santa pictures – any money we make from concessions, we put towards musical.
- Can parents get hours or points for working concessions at Santa pictures? Yes, give musical hours for working Santa pics.
- They are having a theatre party at the same time as Santa Pictures so Arwen will be making hot cocoa for the Santa event and for the theatre party.
- Question came up - Who is Fredy Franco? Barker said a tech kid. He was getting after school hours for theater.

r. Budget (Becky Warfield) – No Report

3. Upcoming event:

a. Carwash 12/10 from 9am-2pm [1 days till event]

- 20 slots for morning shift – students
- 10 slots for afternoon shift – students
- 3 parents bringing donuts and kolaches (2 dozen kolaches & 1 dozen donuts)
- 7 out of 8 parents for morning are scheduled
- 5 out of 8 parents for afternoon are scheduled
- Dustin, Audra & Arwen are not on the list, but they will be there.
- Pam can pick up extra 2 more dozen donuts.
- Question was asked who is getting materials to the car wash. Audra & Dustin picked up the items from Rachael this morning and will bring to the carwash.
- Question was asked if they need a 2nd canopy.
- Arwen said – can we gather flags and put them in the center median. All the flags are in the office. Kids can get the weights and bases out.
- Barker will be at a funeral, so he won't be at the car wash but can drop off items in the morning if he needs to.
- Bring a music boom box you can plug in.
- Arwen suggested bringing jugs to have water and ice for the kids and adults working the car wash.
- It would also be nice to have a table to set breakfast items on – Pam or Barker can bring the table.
- Text Rachael regarding sponges and towels.

- Barker wanted them to make a list of the things he needs to load up in his car.
 - Water, cone cups, trash bags
 - Towels – we need to get with Erin - we might have them already because Rachael may have already got them. Arwen said we always run out of dry towels.
 - Bring rope to hang the towels to dry. Maybe clothes pins to hold the towels.
 - Since we have a table – tablecloth with the Pearland Theatre table banner
 - Arwen can bring a table.
 - Bring a banner of Descendants to the car wash – maybe zip tie it to the tent
 - String, clothes pins, 2 canopies

b. Dance Camp 1/7/23 from 8am – 1pm [31 days till event]

c. Royal-Tea Party 1/21/23 at 10:30am [43 days till event]

4. Comments/concerns/questions

Meeting adjourned at 5:54 pm.

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

X Melanie Rushing