



Drama Booster Meeting

Date: February 13, 2023

Location: Tech Room, Lavilla School of the Arts

Attendees:

- Melanie Moore, President
- Emily Carpenter, VP Communications
- Kate Chung, VP Patrons & Special Events
- Amber Amerson, Drama Teacher
- Nicole Holloman, Volunteer Coordinator
- Rebekah Hutto, VP Merchandise
- Melissa Kolterjohn, Secretary (meeting recorder)
- Melinda Malkewitz, Drama Teacher
- Rachel Gunter-Shapard, VP Concessions
- Jackie Tabun, VP Show Support and Carrie Rogers (shadow)
- Romecca Terrones, Thespians Chair
- Angela Turk, VP Fundraising

Key Points

- Minutes from last meeting approved.

Upcoming Dates:

- March 6: 6:00 pm next booster board meeting
- March 9: Spring Show, *When Bad Things Happen to Good People* (no matinee but looking to add 3rd show)
- April 15: School Art Festival and Showcase
- March 29: Issue-based Theater (at night tech is 03/28 afterschool, then show at 7:00 pm on 03/29)
- April 15: LaVilla Showcase (2:00 and 7:00 are shows festival starts around 4/4:30). If bring in 5 other vendors get your booth free.
- May 13: Drama Banquet time TBD

President, Melanie Moore

- (For Emily) Do we want to plan party like done for Godspell? Last time in park, pizza and cake. Reason said 'no' is due to TPC and Spring Break.

VP Communications, Emily Carpenter

- Ramp up posting w/patrons. When is deadline to become patron? March 1.
- Amber to send teasers.
- Updated calendar. Melanie set-up Google calendar always there updating – put in everything for rest of year.
- Decision not to have cast party.

VP Patrons & Special Events, Kate Chung

- Not going to be able to have Italian dinner, reached out to Lola's
- Pay \$9 per head for dinner for patron's dinner since have money for it.
- Banquet space at Hendricks Ave Baptist fellowship hall, everything is there, minimal fee, help clean up.
- Changing the theme since we have to purchase food, "You Are a Shining Star" Theme.
- Moving budget to food, from entertainment.
- If buy patron's ticket just Thursday and Friday. If want to come on Weds, can still sit up front but no dinner. But can still get in early and dinner. Need to set up website so cap of 4 tickets is set up and make sure people can't buy 10.
- 10 volunteers for clean-up on Friday night.

VP, Show Support, Jackie Tabony

- Confirmation on photographer Amerson – out of town getting second confirmation hopefully this week
- Posters asked for a quote – J sending picture on group chat, asked for 55 – cost is \$96.12 can get by end of week.
- Sell posters - \$20 for signed poster, \$10 non-signed. In person, not adding to website. 20 non-signed, 5 signed
- J texting program cover via group text, confirmed with Marjorie will do it again and confirm by 1st so need ad soon
- Needs synopsis and directors note by 28th

- Put list of parents and addresses for people in show
- When can do pic of cast and crew? Starting next week – any of those days – come in the beginning (~3:30 pm)

VP Merchandise, Rebekah Hutto

- Leggings – in this week would love contact in dance department.
- Texted purple shirts.
- Needs sizes good to go to have by 13th
- Find out discounts for festival in April - clearance bin for new kids – let Emily know if want to discount. Push clearance for showcase for new 6th graders coming into Lavilla.
- No merch orders online
- Do issue-based shirt – Ms. A to give design idea by end of week.

VP Fundraising, Angela Turk

- Zoo tickets to give away, Angela brought those in... will work out give away into a bit. Do 4/4 Thursday and a Friday. Kate to give names of patrons that are coming to give out.
- Jaguar tickets, highest price tickets \$205 but \$225 for cast photo (highest)

VP Concessions, Rachel Gunter-Shapard

- Sour patch, Coke (2 cases), big box of chips, pringles – Emily to put on social media to donate for concessions. We need to punch up everything. Some candy in fridge left over from fall.
- Since adding Thursday night – put more on fall
- What's last day for bouquets – Emily asked – cut off Friday before.

Volunteer Coordinator, Nicole Holloman

- Added volunteers, added everything for Wednesday.
- Some people have signed in, mostly for snacks.

Thespians Chair, Romecca Terrones

- Add to notes to not have as many chaperones.