

**PENN TRAFFORD HIGH SCHOOL
DRAMA GUILD PARENT ASSOCIATION MEETING
September 19, 2023 - 7:00 P.M.**

- •Call to Order
 - Meeting called to order at 7:00pm
- •Introduction of officers and the board
- •Treasurer's Report – Anita Posner
 - nothing new to report
 - talked about if turning in a check for the activity fee to see Anita
 - Karen and Wendy approval for the report
- •Secretary's Report -Bernadette Hensler
 - (Kelly Arlia was last year's Secretary reported)last meetings minutes are always on the website
 - Karen and Wendy approval for the report
- •Kelly Arlia – VP
- •Paulette Mills-President

- •Drama Guild Sponsor – Jen Haberberger
 - went over the fall team
 - *make sure to sign up for Reminds*
 - Remind-send @23fallplay to 81010
 - Twitter-PTHS Drama Guild (@PTSpringMusical)
 - PTDG website-www.pthsdramaguild.com
 - Instagram-ptdrama
 - Drama Guild Door- in the music hallway-many things are posted on this door
 - Google Classroom
 - make sure you viewed the child's Contract, Permission Consent Form, Contact Information form on Google Classroom
 - Clearances-if you volunteer for any committee you need to have all of your clearances on file. See Karrie Gutwald at gutwaldk@penntrafford.org

- Crew Manager-Ashely Temple

- •Business Manager – Karrie Gutwald
 - talked about tickets
 - open seating and one flat rate for tickets. Get tickets at the main door of the Performing Arts Building
 - In charge of International Thespian Society-have onstage and backstage experience-earn points by being on stage and off stage to be invited to the society; information is on the website

- •Fall Play- Romeo and Juliet Volunteers Needed – 2 ways to help - Preparing for the shows & At the shows

➤ Drama Staff Positions

- Costumes-Jennifer Coles
 - Remind to sign up 23R&JCostumes
 - Class Code @23rjc text to 81010
 - Anyone who has a Statue of Liberty Costume please let us know

- Sets-Rob Gutwald
 - always welcome parents to come join
 - build during the evenings
 - kids aren't usually involved due to using hand saws and other equipment
 - he doesn't use a Remind, but will send out texts

- Painting-Ed Bostedo
 - comes right after school-2:30-4:30
 - Parents are welcome to join in

- Props-Wendy Dietz
 - kids do make a lot of the props, we do need help keeping track of the kids
 - make a lot of props, but also buy, decorating sets is also involved
 - we have snacks 😊
 - usually here Mondays, Tuesdays, Thursdays
 - we are backstage for the shows to make sure everything is running

- Hair and Makeup-Janine Hribal and Anita Posner
 - Remind text @rjmak to 81010

 - during the run of the show, we need someone backstage to help organize the kids

Parent Association Committee Positions

- Publicity- OPEN – Advertising for our shows
 - Need help setting up signs, putting out posters to promote the signs
 - Please see one of us if you would like to help. We have a whole binder of information to share for this position

- Hair and Make up -Janine Hribal and Anita Posner
- Gift Table – Karen Longo – Items for sale as shows
 - Preparing items for the table – themed items & themed food items
 - Need assistance at shows to sell -Selling occurs before the show & at Intermission
 - We need people to do some crafting for things to sell
 - Need some donations of things such as candy
- Fundraising – **OPEN POSITION**
 - Find some new fundraisers or contact local restaurants to earn money for drama

- Photography – **crew** – takes candid pictures of all cast & crew at dress rehearsals to be sold at the shows, stage crew photos during rehearsals, headshots & preps for sales
 - Potentially do a flash drive to sell of all the pictures of the shows
- Concession Stand – **Melissa Conte** – food sales at shows
 - We sell cookies, water, soft pretzels
 - We need some new suggestions due to losing our Pretzel vender
 - Need help working the shows-5-6 people per show
- 50/50 Raffle – Gary & Amy Freilino – during all shows
 - Are Senior parents so we will need someone to look to take this over
- Chaperones/Security – Charles Mills - during all shows
 - Making sure people aren't taking pictures, or trying to get backstage, making sure everyone is safe
- Ushers – Christine Goldsworthy - Arrange usher schedule and manage backstage gift bags for the kids
 - Get a list of students from Mrs. Popovich from CAP
 - Pass out programs and welcome people come in, sit at doors
 - Organize the kids and making sure they are doing what they are supposed to do
 - Senior parent run and looking for someone to take it over next year
- Flowers – Traci Laspina - **SPRING ONLY**
 - Working at the table before shows and during intermission
 - Some prep needed-the Thursday before the show, meet for an hour to process the flowers

➤ **New Business:**

- Activity fees – \$60 – **DUE NO LATER THAN Oct. 10th** - tee shirts, rehearsal lunches, backstage snacks, show prep, banquet, cast/crew gifts, senior gifts, etc
 - Fee can be paid online or by check made payable to PTDGPA
 - Any need to make payments, please see Anita Posner
- Trunk or Treat- need a lead
 - Held at the high school where we purchase candy out of the trunk of your car to children who come
 - Good way to advertise the show
 - Need to purchase candy
 - Need volunteers to help pass out candy at the event
- Tee shirt sales – Online store coming soon
 - Every child who pays their fees will get a shirt
 - Anyone who wants to order a shirt
 - We have both show shirts and PTDG shirts and sweatshirts where family can purchase

- Lighting donation (activity fees/fundraisers pay for)
 - Parent Association was asked to give a donation to help purchase new lights for the stage
 - We currently rent the lighting and want to purchase it for the good of PTDG
- **Need donations of candy for homecoming parade**
 - Anyone wanting to donate please send them to the high school by the latest **Thursday, Sept. 21, 2023**
 - Can send the candy with the kids to practice
 - Can email us at pthsdramaguildd@gmail.com
 - Lollipops, chocolates, any candy is accepted
- **Need a wooden ladder to use for this show-standard step ladder**
 - Lisa Witmer is willing to donate the ladder
- If you haven't done so already, join our Remind group. Text @romparents to 81010
- Look for the Signup genius in the email to sign up for committees and help during the show
- ****Seton Hill is doing Little Shop of Horrors on Oct. 19. They have invited us to attend. The kids get dressed up and board buses to attend for free. If your child is interested in attending, please see the sign up sheet with Mrs. H.**
- 22 rehearsals before tech week-VERY important that you child is healthy and attends all rehearsals

We NEED help! Please consider helping any way you can. We always welcome any help you can give!

Next Parent Meeting: Monday, Oct 2nd 6:30 Committee chairs and then a General Parent meeting 7pm in the Fishbowl.

Adjournment-approved by BethAnn Bobish and Amanda Woy

Adjourned at 7:54 pm