

**PENN TRAFFORD HIGH SCHOOL  
DRAMA GUILD PARENT ASSOCIATION MEETING**

November 8, 2018

7:00 P.M.

1. **Call to Order-** meeting brought to order with the Pledge of Allegiance

Approval- Elizabeth Heinbaugh, Joe Pikovsky

2. **Treasurer's Report-** Preliminary budget was handed out at the meeting, there will be checks written out to cover upcoming expenses Approval Amy Winchel, Michael List

3. **Secretary's Report-** Last month's meeting minutes are posted online and emailed out for those who need to view them. Approval- Janine Hribal, Michael List

4. **Drama Guild Sponsor – Jen Haberberger**

We are very close to show time, and not ready. PLEASE have students check REMIND messages! The 14th is Costume Parade Arrival time is 5:30 to start at 6! The show is after Thanksgiving this year so we will rehearse the SATURDAY after NOV 24th from 9-4 Lunch will be provided by the parent organization, so students DO NOT LEAVE. The lighting crew will be there that day so attendance is very important. The next week is TECH WEEK call time is 5 to start at 6. Hair/Costume done by 6 ready to go. Thursday taping of show...no parents. Encourage your child to KNOW their lines, off script. ALSO tear down is MONDAY DEC. 3 6pm PLEASE HELP!!!!

5. **Fall Play Committee Updates:**

**Costumes - Amy Winchell-** Costume Parade, Nov. 14 call time 5:30 to start at 6, girls must have the nude cami/white shorts OR nude leotard..boys white short sleeve undershirt, Colton- black.

**Sets – Greg Johnston- HELP NEEDED! ASAP!!!! TEAR DOWN OF SETS MONDAY DEC. 3 6pm Help Wanted**

Painting – Tatum Petrillo- painting is AFTER SCHOOL 2:45 M-T-Th Help Wanted!!!!

Props – Janet Johnston- going well, student volunteers

Hair/Make-up – Janine Hribal- all cast members have had their tutorials PLEASE donate make-up wipes. During full run, Madi K and Gabriel will need to arrive around 5, to begin make-up. HELP is needed backstage during show nights to assist in the make-up room. Clearances Needed!

Publicity – Amy Pleins- banners are in and are hanging around the township! Signs are being shipped this week. Flyers were sent via take-home Tuesday. Flyers will be available to take and distribute. Newspapers were contacted to come to a rehearsal.

Water/Cookie Table – Amy Pleins- Jagens will be contacted for the order.

50/50 Raffle – Joe Pikovsky-HELP will be needed during show time.

Chaperones/Security – Tracy McKinnon- HELP will be needed during show time contact Tracy McKinnon tracey.mckinnon@wfspa.org

Gift Table – Tracey Powell- committee meeting Nov 11th 7-9 her house to finish gift table items

Ushers – Sherry Vislosky- will work with Mrs. Popovich to organize CAP volunteers for show time

Water/ Snacks for Backstage – Angela Bender- will organize snack /water for tech week and show times

## 6. New Business:

a) Fundraiser –Raffle Tickets for 2 tickets for the December 30<sup>th</sup> Steeler Game –The proceeds will be for buying new microphones. – Tickets due today 11/8/18

7. Next Meeting: TBD JAN. 3 we will coordinate a parent meeting with the student drama meeting that night- more info. to follow

8. Adjournment- approval Joe Pikovsky, Paullette Mills

Meeting Minutes Shared by Heather Kerrigan