

**Meeting called to order at 6:52pm with the Pledge of Allegiance**

**Secretary's Report - Tracey Powell**

- Motion to approve last meetings minutes made by Debbie Hockman
- Seconded by Mike Haas.
- Motion passed

**Treasurer's report - MaryJo Barker**

- Account balance - \$13,397.40
- Please refer to the Reconciliation Detail sheet
- Motion to approve the Reconciliation Detail made by Debbie Barber
- Seconded by Trish Mousseau
- Please refer to the "Once Upon A Mattress" Preliminary Budget sheet
- Motion to approve the Preliminary Budget made by Joe Parcharski
- Seconded by Theresa Cantini

**Spring Musical Sponsors - Jen Haberberger and Amy Kelly**

- Both sponsors covered everything that was needed to know in the pre-meeting in the cafeteria
- Clearances are due! They are free to process for now!

**Business Managers - Kerri Gutwald and Ashley Temple**

- They handed out Parent ad's, Patron ad's and Business Ad's sheets
- All of these sheets can be printed out at the website. <http://www.pthsdramaguild.com/program-ads.html>
- Parent ads are due NO LATER than February 11<sup>th</sup>, 2016!
- All Cast and Crew are required to sell \$30.00 of Patron ads! They are due NO LATER than February 4<sup>th</sup>, 2016!
- Please sell Business ads! All Business ads are due NO LATER than February 4<sup>th</sup>, 2016!
- The highest seller gets a free t-shirt or sweatshirt!
- All Cast and Crew are required to pay a \$30.00 Activity fee for participating in the Spring Musical payable to "PTDGPA".
- Join "Once Upon a Mattress" Remind Notifications for Mrs. Gutwald text @a7f6h to 81010

**Committee Reports:**

**Costumes – Brenda Haas**

- The costumes department needs MANY volunteers to help!
- There is approximately 1,000 man hours needed to complete the costuming of all the cast!
- Anyone is welcome to be a regular in the costume room or just come for a few hours!
- You don't have to know how to sew to help in costumes!
- If you can sew a button on or pull together costumes from our inventory, that would be great!

**Sets – Mike Haas**

- The plans are in his hand to start building the set.
- They need many adult volunteers to help build.
- Kids are not permitted to use power tools, so parents need to help
- They build the set in a room behind the stage
- No experience necessary!

**Painting – Brenda Christeleit**

- She is honored to paint the set again. Has helped for four years!
- Need adults to help paint the set
- Adults can paint, clean brushes etc.
- Painting will take place tentatively after school on Mondays, Wednesdays & Thursdays.
- In March they may add painting on Friday's after school and Saturday's before rehearsal.
- Can't paint while cast is on set.
- Sign up for Mrs. Christeleit's REMIND! *To receive messages via text....text @df9ac9 to 81010*

### **Props - Crystal Bodnar**

- Props are anything the actors hold or use on stage
- They make things or find things to use in our inventory
- The committee needs will be listed on the website <http://www.pthsdramaguild.com/committee-needs.html>

### **Tickets – Tamara Patula**

- Tamara works with Ashley for tickets, she is charge of selling and Ashley takes care of the money.
- She will need five volunteers per night for the pre-determined pre-sale dates.
- Detailed ticket information can be found at the following link on the website <http://www.pthsdramaguild.com/tickets.html>
- The phone number to call is 724-382-7883
- Tickets will be sold shortly!
- Parents get first dibs on the best seats.
- If you come to one of the nights where they have sales, you get to pick your seat.
- The Pre-sale dates will be listed on the website soon.

### **Gift Table – Kristen Polechko**

- The gift table sells items to the cast, crew, parents and public before the show and during intermission
- They meet two to three times per week to create items to sell. You don't have to be crafty to participate, if you can glue and glitter that's great!
- They will need approximately three people per performance to help at the table.
- You do not have to miss the show to help at this table.

### **Hair and Makeup – Janine Hribal**

- Need volunteers to help with committee.
- Makeup should be pretty simple for this show.
- The boys need help applying makeup.
- We will discuss details about possibly purchasing kits for the kids at the next meeting.

### **Water/Cookies – Barb Shojaie**

- Need two to three volunteers to work the table at the performances.
- You basically arrive one hour before the show and set-up
- Sell cookies/water during before the show and during intermission

### **50/50 – Bruce & Kim Norman**

- Need five volunteers per show
- Arrive approximately 1 ½ hour before show
- Walk around and sell up until the house lights go down and during intermission.
- The winner is usually announced at the end of intermission
- The Drama Guild does have a Small Games license.

### **Publicity –Brenda Haas & Amy Lanzelotti**

- We will have approximately 100 yard signs for musical
- We will need help putting signs around the township
- PLEASE BRING IN YOU STAKES FROM THE SIGNS FOR US TO RE-USE!
- Looking for an available parent volunteer to work on putting ad's on Websites for publicity
- Penn-Trafford News sheets were handed out to sign up as a new customer or arrange for a renewal of your subscription for a small fundraiser for us.
- This paper has supported the Drama Guild for many years, let's support them and make money for us!

### **Chaperones/Security – Debbie Hochman**

- Need at least four parent volunteers per performance
- Need 2 parents to work backstage and one to two parent volunteers per performance to work inside the auditorium, making sure no-one is taking pictures or filming the show
- Very important committee since it protects our kids from anyone getting backstage that should not be back there.

### **Water backstage – MaryJo Barker & Debbie Barber**

- The kids will have water and a small snack backstage during the shows.

### **Ushers – Maureen Wargo**

- Need two to three adult volunteers to help supervise the student ushers

- Ushers typically fill the white gift bags, help people to their seats and pass out programs etc.
- Nurse Pat Blahovec arranges for CAP students to be the ushers at the high school.

#### **Flowers – Jean Pucek**

- Need a few parent volunteers to help put together the bouquets a day or two before the performances
- Need two to three parent volunteers to work the table for the performances
- There will be pre-order sales to fill for the cast and crew as well

#### **Musical Banquet – Board Officers**

- ***The Fall Play/Musical Banquet is scheduled for Monday, April 18<sup>th</sup>, 2016 at The Harrison Room being catered by Jaden's! The banquet is from 6:00 to 9:00pm.***
- In order to receive an invitation, parent volunteers must work 15 volunteer hours

#### **Old Business**

- Spring Musical Activity Fee \$30.00 payable to "PTDGPA" due by 1/30/16 turned into Jen Haberberger.
- Clearances due to Karrie Gutwald ASAP!

#### **New Business**

- We will not be doing a candy fundraiser this year; the school district doesn't allow us to sell food items during school hours.
- We are planning on trying an alternative which may include hosting food nights at Mo's, Chik-Fil-A, Hoss's etc.
- Senior signs/banners to be decided at next meeting
- Thespians society – Karri Gutwald
- Getting into Thespians is based on points received for being in shows, attending shows, working backstage, participating in choral festivals etc.
- Starting in March, Karri will start asking the cast and crew to gather their programs, ticket stubs, etc. for shows they were affiliated with.
- New cast and crew will need to submit all data starting in 7<sup>th</sup> & 8<sup>th</sup> grade to this point. (7<sup>th</sup> and 8<sup>th</sup> grade get half points for those shows, full points are given to high school shows)
- Current year Thespian cast and crew will only need to submit info from The Music Man forward.
- More info to follow on Thespians!
- ***Dates to remember: The Night of The Stars – Wednesday, May 4<sup>th</sup>, 2016! (Rehearsal will be May 3<sup>rd</sup>, 2016 at 7:00pm)- The Palace Theater – ticket info in the future!***

***Next Meeting: Wednesday, February 3<sup>rd</sup>, 2016 – 6:30pm in the LGI!***

Motion to adjourn the meeting – Michelle Klingensmith, Seconded by Debbie Barber.  
All approved – meeting adjourned

Submitted by:

Tracey Powell, Secretary  
PTHS Drama Guild Parents Association, Inc.