

### **Meeting called to order at 6:30pm with the Pledge of Allegiance**

#### **Secretary's report – Tracey Powell**

- Motion to accept the Secretary's report dated January 23<sup>rd</sup>, 2017 was made by Janine Hribal.
- Seconded by Debbie Barber
- Motion carried

#### **Treasurer's report – Debbie Hochman**

- Please refer to the Reconciliation Detail sheet that was handed out at the meeting. Our ending balance dated 1/27/17 is \$10,578.81
- Motion to accept the Treasurer's report was made by Amy Lanzelotti.
- Seconded by Tammy Morante.
- Motion carried

#### **Drama Guild Sponsor - Jen Haberberger**

- The kids are doing awesome rehearsing for the show!
- All of the kids never seem to be at rehearsal at the same time.
- Please try to make sure your child is making all the rehearsals!
- Please spread the word for ticket sales! This is going to be an amazing show and we want as many people as we can to come see it!
- Program ad's – we lost 15 ads from last year's total. We need to make sure that next year we make every effort to get more ads for our program.
- After all the hard work to set-up the PayPal acct., it is a little disappointing. Not many previous students actually donated to the acct. It will be used for various other payments in the future.
- Anyone can still make a donation to our PayPal acct. at any time.
- Lisa needs six more signs to place around the township.
- Jen also wanted to mention that we have awesome alum helping us with the show – John Baird. He went to school in NY and is helping Mrs. Rubright Musically direct this show!

#### **Business Manager & Assistant Sponsor – Karrie Gutwald**

- We do need more ads in the future for our shows.
- Patron ad's – 83 ads were over \$25 or more!
- The program is being produced now and we are fine with the costs associated with it.
- Carrie needs the information about any donations made to the show so that acknowledgment can be made in the program.
- This Friday/Saturday March 3<sup>rd</sup>/4<sup>th</sup> is the last day to email her [gutwaldk@penntrafford.org](mailto:gutwaldk@penntrafford.org).
- **Thespians sheets are due next week, Tuesday, March 7<sup>th</sup>, 2017!**
- Any student that was in a show, saw a show, has programs or tickets, any workshops, County/District/Regional festivals, backstage help etc. Simply turn in proof and she will document to join the group. She will not be keeping the information that is turned in. After giving points, she will return the information back to the kids for their keepsake.
- If they make it into Thespians, they will receive a Letter of Congratulations from the Thespians Society. The fee to join is \$27 or \$28. They will receive a subscription to the International Thespians Society magazine as well.
- Clearances – she has to have them! They are still free to get, go to our website for more information [www.pthsdramaguuild.com](http://www.pthsdramaguuild.com)
- **Pictures are being taken on Monday, March 6<sup>th</sup>, 2017 by Ray Adams. These pictures are in the middle of the program in groups. Call time is 5:00pm to be ready for pictures at 5:30pm!**
- **Also on March 20<sup>th</sup>, 2017 Ray Adams will return to take a Cast and Crew picture and individual pictures of the kids. The individual photos are optional. Ray only deals in CASH for these photo purchases!**

#### **Committee Reports:**

##### **Costumes – Brenda Haas**

- Needs for the Costume department are as follows:
- Men's Ties – our existing ties are very dated! Please help. All colors/patterns welcome.

- Plain, white zip hoodies, women's sizes XS, S and M. If you have an old one with a patch that you don't mind us seam ripping, bring it in.
- Still need a pair of men's pointy toed shoes, size 11 or 12 (snakeskin or ability to paint them preferred)
- Golf attire for men... think "Caddy Shack" – pastels and polyester, size 32-34 waist (WOULD LOVE A PAIR OF POLYESTER WHITE OR PINK PANTS!)
- Doctorate grad gowns and hoods – do not have to be black.
- Black character shoes, any size and heel.
- Men's decent quality white button down dress shirts – any size
- Size 4-ish fuchsia pink blazer (thought we had what we needed, but the color is off)
- A list of specific costume needs is available on our website
- Questions can be directed to Brenda Haas, 412-736-0210.

#### **Sets – Mike Haas**

- The set designer (Ryan Howell) provided all of the set designs, and we are going strong with the set building.
- Most of the pieces are either done or a work in progress.
- There are only a few pieces that we have yet to start, but they are not critical to the kids being able to practice.
- We are a bit behind getting certain pieces hung from the rigging due to other groups needing the stage, but that is unavoidable.
- The volunteers for Sets were turned into Karrie for the program.
- As promised, we also built two new clothes racks for the costume committee.

#### **Painting – Brenda Christeleit**

- Painting going well! Think PINK, PINK, PINK and GLITTER!

#### **Props - Barb Shojaie & Janet Johnson**

- Props needs include:
- Backpacks of any kind for the laptops to be carried in.
- 11 Santa Hats
- Reindeer Antlers
- Bar table, portable/bar cart.
- Rectangular tables
- Glass Displaying case like at a store/glass shelves
- They are doing well with volunteers
- There are A LOT of props for this show
- Please continue to check the website for any new Props needs.

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

- She ordered makeup kits and they will be passed out. Closer to when the kids need them.
- She ordered a few extra.
- The order was under budget at \$400!
- She still needs more wigs.

#### **Publicity – Amy Lanzelotti**

- The signs are out!
- They will be doing Ads in the local papers, PT Star and PT News.
- They are turning PT PINK!
- Flyer with order form on back already sent out to take home Tuesdays for all the Elementary schools!
- Still looking for any FREE advertising!
- They are doing promos with some Pizza places; Dom's Pizza, Black sheep Bar & Grill & Brooklyn's Pizza.
- Also Grandma's Oven and Bake shop!

#### **Tickets – Kathy Carver**

- Ticket sales are going very well!
- They will be starting to sell every Tuesday, Wednesday and Thursday except March 8<sup>th</sup> (Senior Recognition night)

#### **Gift Table – Elizabeth Heinbaugh**

- Lots of treats going to be available, Chocolate covered Oreos, Pretzels etc.
- She has lots of volunteers and they are ahead of schedule.
- They are working on displays now.
- Photos will be taken during dress rehearsal to sell at the tables.

- Candy grams will be sent with Pink candy and possibly candy bars etc.

#### **Water/Cookie Table – Barb Shojaie**

- Debbie Barber will be ordering water for the table
- Offering a “Dinner and A Show” theme purchase that will include a Chik-Fil-A sandwich, a cookie and water all for \$5!
- Barb will be making PINK cookies too!
- She will need volunteers for her table during the shows

#### **Water for Backstage – Debbie Barber**

- She will provide all the water for the kids backstage during the shows!
- We also provide a small snack for the kids as well.

#### **50/50 Raffle – Kim & Bruce Norman**

- They are all set for their volunteers!

#### **Chaperones/Security – Julie Nutt-Zetkulic**

- She will need volunteers for all the shows
- Very important committee to keep the kids safe backstage
- Please sign up!

#### **Ushers – Cathy Saul**

- Everyone volunteered for a night.
- She suggested having water available for the ushers.
- The CAP program staffs the student volunteer ushers. The kids sign up closer to the show.

#### **Flowers – Jean Pucek**

- Still looking for a new vendor for our flowers.
- She will need volunteers to help arrange the flowers the Thursday before the two weekends and during the shows.

#### **Old Business**

- Senior signs – Lisa asked all Seniors to provide a picture for their sign. Remind your Senior to do this!
- Senior sweatpants are ordered.
- **Chik-Fil-A fundraiser is this Thursday, March 2, 2017 from 6:30am to 10:00pm at the Hempfield location! Please take your family and tell your friends to mention the PTHS Drama Guild for us to receive 20% credit for our group!**
- **The Musical Banquet date is Monday, April 24th, 2017 at The Harrison Room, catered by Jaden’s Catering. THIS IS A CHANGE FROM OUR LAST MINUTES!**
- Parent Volunteers must work at least 20 hours on a committee for this show in order to be invited to banquet
- **NOTS tickets purchases were due the night of our meeting, February 27<sup>th</sup>, 2017 to Sherri Kotik!**
- **The NOTS show is scheduled for Thursday, May 4<sup>th</sup>, 2017 at the Palace Theater.**

#### **New Business**

- **The PT News fundraiser is due April 15<sup>th</sup>, 2017! Please renew your subscription or sign up for a new one! Brenda Haas works for this paper and it helps our group!**
- **The Thespians Induction Ceremony is scheduled for Thursday, May 18<sup>th</sup>, 2017 at the PTHS Performing Arts Center!**
- **John Noble loves Penn Trafford! He has graciously offered to bring his Frank Sinatra show with a 20 piece orchestra as a Fundraiser for our group at no charge to us! The date is May 19<sup>th</sup>, 2017. More info. to follow.**
- The “Legally Blonde” t-shirts order forms will be available by next week! Jen encourages all Parents to get a PINK t-shirt! It’s nice to wear while volunteering for the show. It shows our support of the show! Make sure to order when told, no late orders accepted!
- For more information visit our website: [www.pthsdramaguild.com](http://www.pthsdramaguild.com).

#### **Next Meeting**

- **Monday, March 29th, 2017!** at 6:30pm in the LGI at the High School. This meeting will be a short meeting to make sure we have everything we need for the shows!

Motion to adjourn the meeting – Janine Hribal, Seconded by Deb Hochman

All approved – meeting adjourned

Submitted by:

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