

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

Secretary's Report - Tracey Powell

- Motion to approve last meetings minutes made by Michele Klingensmith
- Seconded by Deb Bauer.
- Motion passed

Treasurer's report - MaryJo Barker

- Account balance - \$13,391.62
- Please refer to the Reconciliation Detail sheet dated as of 3/11/16
- Happy to report the Hoss's fundraiser made us \$300.02!
- Motion to approve the Reconciliation Detail made by Janine Hribal
- Seconded by Deb Hochman
- Motion passed

Spring Musical Sponsors - Jen Haberberger and Amy Kelly

- The NY trip is not associated with PT in any way!
- There will be a mandatory meeting regarding this trip in the future
- Every cast/crew member received a poster. They signed off as to where they would post it to advertise the show.
- There are also 100 yard signs that were passed out as well.
- Please make sure that the posters and yard signs are being used to advertise the show! There are not that many visible in the township. Let's re-evaluate our sign placement and move them to better areas.
- Bek sends a thank you for all the support and lending your kids to us for four months!

Business Managers - Kerri Gutwald and Ashley Temple

- 55 Business Ads were sold for the program; this is an increase from last year.
- Every business that put a full page ad, received a form for two free tickets to the show.
- 44 Parent Ads were placed in the program.
- Patron Ads – 55 Lady Larkans, 35 Winifreds, 68 Harry's, 74 Dauntless, & 72 Studley's.
- The total brought in for all of this was \$10,000!
- That pays for the production of the program, paint, fabric etc.
- Ticket information was not available at the meeting. There have been a decent amount of tickets sold.
- Thespians – Forms were sent home with the students!
- **All materials are due by April 1st, 2016!**
- Please submit your materials either in a Ziploc bag or Shoebox marked with student's name.
- They will receive all materials back.
- Thespians credit included both Onstage and backstage experience in High School. You must have both to be inducted into Thespians
- Everything done in Middle School receives half credit
- Dance recitals do not count towards thespians
- Acting at Stage Right, CLO, Theatre Factory etc. Programs, ticket stubs to show proof
- The Thespians ceremony is still undecided due to the Performing Arts Center being booked – date will be announced soon
- The cast will be again going to the Elementary schools to perform a two minute blurb about our show!
- Students sign-up at school.
- Parent chaperones are needed at the schools to greet the high schoolers and give them the bags with the bracelets. Please email Lisa Popovich if you are interested lapopovich@gmail.com
- Permission slips will need to be signed in order for students to participate
- Parent volunteers would need to arrive by 2:45pm
- Clearances are needed to help in any way with the show!
- Committee heads can start turning in their volunteer's hours for the banquet. You must have 15 hours or more to be invited to the banquet

Committee Reports:

Costumes – Brenda Haas

- Costume parade is this Saturday, March 19th 2016!
- At the Costume parade all actors come out in costume by scenes/couples/leads etc.
- They make notes of anything missing
- It starts at 9:30am!
- Cast is told to arrive no later than 9:00am
- Pictures will also be taken for the PT Star Newspaper.
- The cast should come prepared for publicity shots, not just rolling out of bed. They will most likely be taken in the afternoon
- The cast will run the show in costumes in the afternoon
- Anything that the cast was asked to bring for their bags, they need to bring in!
- Boys – White t-shirt, shoes and anything else that they individually were asked to bring
- Girls – Should wear a “nudi judy” or flesh colored leotard to dress rehearsals and shows. They also could wear a nude cami with shorts.
- Costume crew is coming in early, Brenda will arrive at 8:30am if anyone would like to join her in getting ready

Sets – Mike Haas

- Sets are done being built!

Painting – Brenda Christeleit

- They need more help painting since the set is complete and ready to paint!
- If you can help for even an hour, please come in and do so!
- Painting all day Saturday both props and set
- They also will be painting on Sunday starting at 1pm.
- She will send out Remind txt regarding when they are painting.

Props - Crystal Bodnar

- Please refer to the website for any props requests.

Publicity –Brenda Haas & Amy Lanzelotti

- There were 100 yard signs for musical handed out to everyone
- They need to be placed in visible areas to advertise our show!
- There were 125 posters handed out to cast/crew
- Again, they need to be placed in visible areas to advertise our show!
- There were 500 flyers given to local pre-schools
- A flyer was sent electronically to all elementary schools via Take-home-Tuesday
- A few local pizza shops have agreed to attach a flyer to pizza boxes, Dom's, Warrior Pizza and Johnny's Wife's Place.
- A few local churches have allowed us to place an announcement in their bulletins
- Our large banners will be placed on Rt. 130 this week by CoGo's and Levelgreen/Murrysville Road
- We purchased new banners this year to be used hopefully for the next 10 years from a PT Alum, Katie Owens. Our current banners were in terrible shape
- Checking on the possibility of advertising on the Levelgreen lions club sign at Murrysville Road
- The Levelgreen VFD will put an ad on their sign for us
- There will again be paid ad's in the PT Star and Penn Trafford News

Tickets – Tamara Patula & Ashley Temple

- Detailed ticket information can be found at the following link on the website
<http://www.ptdsdramaguild.com/tickets.html>
- The phone number to call is 724-382-7883
- Tickets pre-sale dates are posted on the website!
- Parents currently can order tickets by turning in an order form with payment.
- Tickets cannot be exchanged.
- If you come to one of the nights where they have sales, you get to pick your seat.

Gift Table – Kristen Polechko

- Everything is going very well!
- It will be very important this time to specifically write the first and last name of the cast or crew members! We have many kids with the same first and last initial to their name. Multiple similar names
- Pre-orders will be available this Saturday, March 19th and next Saturday, March 26th, 2016
- Cast and crew members can order five different choice items to send back to their friends for the show. This is optional.
- They are not allowed to come out during the show to order items, so in the past we offered the pre-sale for those who want to do this ahead of time.
- Orders need to be paid in full when ordered, cash only.
- An email outlining all of this will be sent to the cast/crew/parent volunteers
- This is Kristen's last show! We will need another parent volunteer to take over this important Committee!
- Please consider volunteering to run this Committee next year!

Hair and Makeup – Janine Hribal

- Janine wanted to thank the Drama Guild for paying for new make-up kits for all cast members!
- It cost \$1,000 to buy kits for every cast member.
- We also decided to purchase four adjustable stools for the new make-up space for cast to sit out to get ready.
- They cost approximately \$100 for four stools

Water/Cookie Table – Barb Shojaie

- Need volunteers for the table for all shows
- Please contact Barb if you can help - bshojaie@aol.com

50/50 Raffle – Kim & Bruce Norman

- There was a sign-up sheet at the meeting to help with this table.
- Need as many volunteers as possible to sell tickets!
- Volunteers arrive approximately an hour and half before the shows to sell while people are coming in.
- Please contact the Normans if you can help - kbnnnorman@verizon.net

Chaperones/Security – Debbie Hochman

- There was a sign-up sheet at the meeting to help with this important committee!
- They need three or four parent volunteers to help with security.
- Please contact Debbie if you can help - debbiehochman@yahoo.com

Flowers – Jean Pucek

- Pre-order forms were available at the meeting.
- You can also print out a pre-order form via the website - <http://www.pthsdramaguild.com/pre-order-flower-form.html>
- Flower orders are due the Friday before the shows!
- You can also send an order to Jean via email at jean.pucek@gmail.com
- She could also use a few volunteers at the table during the shows.

Users – Maureen Wargo

- Volunteers are covered.
- There will be an Usher meeting on Wednesday, March 30th, 2016

Musical Banquet – Board Officers

- ***Banquet is scheduled for Monday, April 18th, 2016 at the Harrison Room from 6:00 to 9:00pm, catered by Jaden's Catering!***
- Parent volunteers hours – 15 hours to be invited to Banquet (Chairman please turn in hours to Karrie Gutwald ASAP!)

Old Business

- All Clearances should be turned into Karrie Gutwald
- Fundraisers
 - o PT News subscriptions – please use for new or renewals – **due before March 31st, 2016!**
 - o As mentioned earlier in the minutes, Hoss's Murrysville Fundraiser Day raised \$300.02! Thank you!
 - o Chick-Fil-A Spirit Night – waiting on date
 - o Papa Rocks – waiting on date
- Senior signs are sent and should be delivered next week! Thanks to Lisa Cooper!

New Business

- Elementary visits – Wednesday, March 23rd, 2016 – information covered previously in the minutes
- All day rehearsals – Saturday, March 19th, 2016 (Costume Parade) Parents provide lunch and Saturday, March 26th, 2016 Warriors for Christ/parents provide lunch
- Thespians – information covered previously in the minutes – point items need to be turned in to Karrie Gutwald by April 1st, 2016.
- Nominations for the 2016-2017 PTSH Drama Guild Parent Association, Inc. are now open and will be until the Annual Meeting on April 25th, 2016
- Rehearsal for NOTS will be on Saturday, April 30th, 2016 at 8:30am at the High School Performing Arts Center
- The Palace Theater Rehearsal will be May 3rd, 2016 at 7:00pm, the kids will be bused there and back for rehearsal
- If you plan on going to the NOTS show, you will need to purchase your tickets as soon as they are available! This show sells out! The cost will be \$20 per seat! The cast members will pay \$5 for their balcony seat.
- ***Dates to remember: The Night of The Stars – Wednesday, May 4th, 2016! - The Palace Theater – ticket info very soon!***

Next Meeting: Monday, April 25th, 2016 – 6:30pm at HS! (Annual Meeting, Elections & Wrap-up)!

Motion to adjourn the meeting – Kristen Polechko, Seconded by MaryJo Barker.
All approved – meeting adjourned

Submitted by:

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