

PTHS Drama Guild Parents Association, Inc.
General Meeting minutes
Meeting Date: February 4, 2020
Meeting called to order at 6:00pm with the Pledge of Allegiance

Secretary's Report- Heather Kerrigan

-reports will be sent via email as well as recorded online on the drama guild website for monthly review
-approval Shari Vislosky , Michael List

Treasurer's Report

**Reconciliation Sheet given at mtg for Spring Musical-
-copy of report given at meeting**

Tracey P. gave a report. Email has been sent to committee chairs, with budget reimbursement information. If there are any questions please email Pam. K
-approval of report Michael List, Janet Johnston

Drama Guild Sponsor-Jen Habeberger

Going well, new boys were added...Taylor Powell and Carly Phillips assisting them with dancing and singing. There is an idea to sell t-shirts that say Boumont at our gift table during the run of the shows. If artwork is needed by the committee chairs, please email Jen.

SET HELP IS NEEDED IMMEDIATELY!!!!

Please stay informed!- sign up for REMIND ASAP, check the website, twitter, tell students to check the drama room door for postings as well

Business Manager- Karrie Gutwald

Please be mindful of Due dates for , patron and parent ads, as well as the supporting cast ads. \$50 in supporting cast ads must be sold by each cast member- business ads do count towards this. Due Feb 15

Thespians, an induction ceremony will take place in May, To become a member please begin collecting your items in an orderly system now. - information will be passed out this week. 10 total points are needed. 7th grade and on count. Check paperwork for due date.

Parent Ads if you wish to give a personal shout out to your child in the program-this is separate from patron ads, and they are due Feb. 22 (examples from other programs can be given at next mtg. If needed)

CLEARANCES- to volunteer you must have clearances--THEY ARE FREE go to our drama website **PTHSdramaguild.com** there is a drop down bar for all the clearances and information needed If you have them on file with in the district they can be sent over to Mrs. Gutwald at **gutwaldk@penntrafford.org**

Feb 18 ticket sales go live. On the website. The code was sent on remind for presales now...ptfootloose20

Tickets will be a flat rate of \$13 at the door.

Committee Reports:

Costumes-Amy Winchell

Meet during rehearsal time, clearances needed, no need to know how to sew, there will be emails sent weekly with updates and help needed. There are a "Gazillion" costumes and several quick changes for a bit of a challenge. March 11 will be costume parade. An email will be sent for under garment requirements for students.

Sets- Rob Gutwald

Meet during rehearsal time (SATURDAYS 8-12) ,
clearances needed, if coming during rehearsal time
Volunteers needed ASAP and MUCH appreciated!

Painting- Tatum Petrillo

Done after school 2:30-5 Clearances needed Help is Needed!!
Will definitely Need help come March/April!!!! Please Volunteer

Props-Janet Johnston

Meet during rehearsal time, clearances needed, there are 14 student volunteers for this committee but adults are welcome. No requests for items at this time.

Hair/Make Up-Janine Hribal

Clearances needed, volunteers appreciated closer to run of show, and during showtime, there are student volunteers for this committee

Publicity-Amy Pleins

Volunteers needed to help get the word out! Share on Facebook, etc
First draft given for yard signs, information sent in Take Home Tuesdays. We will be utilizing digital throughout the community for advertising.

Gift Table-/Tracey McKinnon

Volunteers needed, for work on various items to be sold during the run of the show at the gift table. Jobs given to work on items.. Volunteers needed during show, about 6 helpers per show Please Contact Tracey M

Chaperones/Security- Charles/Paulette Mills

Clearances needed, volunteers appreciated, about 3-4 for each show

Water/Cookie Table-Nicole Burdell

Cookies, water, chic-fil-a will be sold at the shows because of no Sunday sale of chic fil a we may sell look into selling pretzels on that day
Volunteers will be needed for the run of the shows, about 6 per show

50/50 Raffle- Gary/Amy Freilino

Volunteers needed for the run of the show 4 per show, to sell tickets and count money.

Ushers-Shari Vislosky

Adult Volunteers welcome!- student (typically CAP volunteers) assist with this during the run of the show
Arrive 1 hour before the show and assist with clean up after the show

**NOTS- form given at mtg. Also sent to students...due Feb 22 we perform May 6 at Palace
Backstage Water-Tracey Powell**

Flowers-Shana Orlic

Pricing to be looked into for orders this year

Fundraising- Christie Smith

We will have a lottery ticket fundraiser for the month of APRIL- tickets will be passed out in Feb and Due
back with money in March--info to follow

New Business-

Banquet Date is April 8th at The Lamplighter

Parent Volunteer Hours- 15 hours to be invited to the banquet

-record your volunteer hours with the committee chairperson!

Senior Signs- Please send your picture in digital format to Lisa Popovich ASAP

popovichl@penntrafford.org

Dates to remember-

Night of the Stars - we perform on May 6 @ the Palace Theater tickets will be handled by
Shari Vislosky

Next Mtg. Scheduled For Monday February 24 , 2020 6:00pm LGI

Motion to Adjourn Mtg- Adinna Herrmann, Michael List

Submitted by:

Heather Kerrigan, Secretary

PTHS Drama Guild Parents Association, Inc.