

PTHS Drama Guild Parents Association, Inc.
General Meeting minutes
Meeting Date: February 24, 2020
Meeting called to order at 6:01pm with the Pledge of Allegiance

Treasurer's Report

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

There has been some activity this week with payment of yard signs..all activity fees have been paid to date.

Email has been sent to committee chairs, with budget reimbursement information. If there are any questions please email Pam. K T

-approval of report Michael List, Erin Grabowski

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 Janet Johnston , Michael List

Drama Guild Sponsor-Jen Habeberger

Going well, TECH WEEK is coming the week of March 23rd ... PLEASE be sure your child is: DRINKING WATER, TAKING THEIR ZICAM, GETTING REST at NIGHT (not on their phones)

If artwork is needed by the committee chairs, please email Jen.

Call time tech week is 4:30 costumes, hair ,makeup, microphones

MARCH 7 NO REHEARSAL- due to the Choral Concert

This week --THURSDAY Be in a Costume- and JEANS by 5:15/5:30 for group pictures for the center of the program

SATURDAY MARCH 21st -- all day rehearsal (lighting cues given) 9-4 lunch is served by Parent Organization

Feb 29th 10 am- 1pm rehearsal

Business Manager- Karrie Gutwald

***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

Committee chairpersons send your volunteer names to Mrs. G asap

Ashley- 1100 tickets have been sold--any issues contact her.

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

Committee Reports:

Costumes-Amy Winchell

. March 11 will be costume parade. An email has been sent for under garment /shoe requirements for students

Sets- Rob Gutwald
HELP NEEDED

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 -
almost finished with everything

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
yard signs given out, information sent in Take Home Tuesdays. We will be utilizing digital throughout the
community for advertising. Posters were sent to businesses..coupons will be printed for a DOm's pizza
fundraiser night, Royal Sing A Long advertisement is going out, please share!!

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/Palette 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 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 due we perform May 6 at Palace

Backstage Water-Tracey Powell

Flowers-Shana Orlic

Several different Pricing options to be looked into for orders this year--still deciding

Fundraising- Christie Smith

lottery ticket fundraiser for the month of APRIL- tickets were passed out Due back with money on March 21--

New Business-

Sign Up Genius will be used to coordinate volunteers for the run of the shows

Lottery tickets were given out-

Royal Sing A Long March 13----please share the flier and info !!!

Dom's pizza weekend- fundraiser opportunity MARCH 21-22

GET YOUR FOOTLOOSE SHIRTS online -pthsdramaguild.com orders by MARCH 1st

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- ordered!

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 March 16 , 2020 6:00pm LGI

Motion to Adjourn Mtg- Erin Grabowski, Paulette Mills

Submitted by:

Heather Kerrigan, Secretary

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