

PTHS Drama Guild Parents Association, Inc.
General Meeting minutes
Meeting Date: Jan. 2 , 2018
Meeting called to order at 6:00pm with the Pledge of Allegiance

Secretary's Report- submitted by Heather Kerrigan

Treasurer's Report/Preliminary Budget for Spring Musical-Debbie Hochman
-copy of reports given at meeting
\$8248 in the bank - fundraisers soon to increase this amt. before the show
Bank reconciliation given
Motion to approve budget- Shari Vislosky, second by Elizabeth Heinbaugh

Drama Guild Sponsor-Jen Habeberger
Reminder to everyone to get informed: ways to do this..
Sign Up for: Remind- Text 81010 message: @k8dkk6
Twitter.com/PTSpringMusical
www.pthsdramaguild.com
Check the Drama Door

Students:
Calendar Conflicts due by Jan. 4 2018
Rehearsals will be M, Tu, Th 6-9 and Sat. 1-4
Rehearsals start at 6, be ready to go at 6, so plan to arrive a few minutes early!
PLEASE get picked up by 9pm!
In the case of a student absence, notify Mrs. H in writing
Students/Parents should REVIEW the contract and policies
During rehearsals students are to remain in the auditorium area
No food/drinks permitted in the auditor./ students may eat in the hallway

Business Manager- Karrie Gutwald
Every student is responsible for selling \$30 in supporting cast ads- DUE Feb 20 (or put on restricted list)
Cast Bio and Picture DUE Jan 27--NO SELFIES
BE RESPONSIBLE WITH YOUR SCRIPT- if lost a FEE will be owed
Activity Fee for every student involved in the show, \$40 includes a shirt-DUE Jan 30 PLEASE put your child's name on the check for our treasure/business manager to keep record!
Supporting ad's for Parents - Due Feb 18

Committee Reports:

Costumes-Amy Winchell

Thank you to Amy for taking over this committee. This committee is looking for help and will meet the same time as student rehearsals, There may be some take home work available.

Sets-Greg Johnston

Thank you to Gregg for taking over this committee. This committee will meet during rehearsal time. Mostly wood construction. Tools are provided, but you may bring your own as well.

Painting- There is still no Chairperson for this committee

Help as well as a committee is desperately for this committee. PLEASE CONSIDER! There are student painters, we need an adult to oversee this. An after school hours commitment needed.

Props-Janet Johnston

This committee needs the "hunters and gatherers" of the group. This committee will meet during rehearsal time.

Hair/Make Up-Janine Hribal

The time commitment for this is mainly tech week and the run of the shows. Anyone who can do a beehive hairdo, please contact us :)

Publicity-Amy Lanzelotti

AKA-"The Most Fun Committee." Responsible for all yard signs, advertising, newspaper articles etc.

Tickets-Kathi Carver

This committee will begin in February. 3 days a week Typically 6:30-8pm

Water/Cookie Table-Amy Pleins

This committee will only need help during the run of the show, selling at the concession area

50/50 Raffle- Kim/ Bruce Norman

Will need a few volunteers during show time to sell tickets in the lobby.

Chaperones/Security-

Thank you to Elizabeth Heinbaugh for taking over this committee.

Especially for showtime- VERY important to watch for phones and pictures due to copyright laws

Backstage Water-Tammy Morante

Gift Table-Darla Cyncar

Asking for help for any ideas and preparation, and for help during show time for shifts to work the tables.

Ushers-Shari Vislosky

Will have student volunteers for community service hours.

Flowers-Jean Pucek

Help will be needed a few days prior to the show as well as during the performances to work the tables

New Business-

-All active students in Spring Musical (including actors, stage managers, crew) \$40 activity fee Paid to PTDGPA (this will include a show T-shirt) Due by Jan 30 give to Mrs. H

T-shirts

Parents can order online-More info to follow

Stage Crew- sign ups by Jan 30th activity fee will be due

Clearances due to Karrie Gutwald ASAP

Any Parents having contact with students MUST complete, they are free for volunteers and all the information is on the drama guild website

Parent Ads due- Feb 18, 2018

Fundraiser Nights- Jan, Feb, March

Chick Fil A Jan 20th

We will also have an Applebee's and a Chipotle night

Chick Fil A - will be sold at the show

Senior Signs/Senior Gifts (sweat pants)

IF YOU ARE THE PARENT OF A SENIOR PLEASE SUBMIT A SENIOR PHOTO ASAP!

Musical Banquet- April 23 Harrison Room 6-9 Jaden's to cater

Parent Volunteer Hours- 20 hours to be invited to the banquet

Be sure to record your hours with the committee chair as you volunteer

Thespian Society--what students need to save, information to follow from Mrs. Gutwald at the upcoming parent meeting Keep in mind, backstage help is needed

Dates to remember- Night of the Stars @ the Palace Theater tickets will be handled by Sherry Kotik... look for information to follow

Next Mtg. Scheduled For Monday February 5, 2018 6:00

Motion to Adjourn Mtg- Debbie Hochman, Second Tammy Morante

Submitted by:

Heather Kerrigan, Secretary

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