

SRO Meeting Minutes 2/6/19

In Attendance: Jayson Zoller, David Veshapidze, Maryanne Zeleznik, Billie Heilman, Doug Lorenz and Tracy Barber, Jason Burgess.

Board approved minutes from 1/17/19 meeting. Agreed in the future to send minutes for email approval so they can be posted quickly on the SRO website.

Billie introduced a new reimbursement form and the Budget template she will use monthly starting next month.

Debrief: James and the Giant Peach

Questions about sale of tickets. When online tickets sales closed, many thought this meant the show was sold out. Jason working with Showtix to make it clearer that there are still tickets available at the door.

Merchandise: Hoodies sold well. 90 pre-ordered (for cast/crew of 120). SRO/Jason ordered 103. The extras sold out quickly. Ordered through BAM (Bluebird Apparel Merchandise)

DVD sold 55 copies, will come in next week. (week of 2/17) 45% of those involved ordered DVD. (7 extras ordered)

Discussion of page to buy online merchandise. Officers concerned about where to keep inventory and who would work on fulfillment and Redbook issues. Jason suggested instead to sell leftovers in lobby at Drama Banquet.

Discussion of gifts for seniors at Drama Banquet.

Shoutouts: Went smoothly. David asked for pictures to be collected at the highest possible quality. He can adjust them as needed for the program. Questions about producer level, to make sure season supporters at the producer level, get their shoutouts. There are no carry over benefits to the next year. Be careful to identify shout out is not an ad. Keep language separate.

Program Content-Shoutouts looked good, season supporter list was updated. Corporate sponsors listed. Come up with a new process for head shots and bios to make it more timely. Have new timeline in place for next program. Ads in the program were better distributed throughout the program rather than clumped together. Season supporter list looked good. Be sure to put presenting sponsor on the cover. Perhaps angle shoutouts in program rather than having them all straight.

Posters-Worked well for windows, bad for momentos, too flimsy. Look at getting a heavy stock paper next time so they last longer. David checking into the cost. Find a better time

to distribute. Difficult for students to have a place to put them safely right before show begins. Perhaps distribute at strike if cast pics are ready by then. Consider distributing all cast gifts (buttons etc.) at strike. Need a better list of where posters are going up. Perhaps on sign up genius have a list of where people should hang the posters.

Tech Meals-Some confusion about when meal was served. Clarify for next time. Miscommunication with Fessler about the number of pizzas needed. Ordered extra to fill in. More direction to volunteers would be helpful. Jayson and Maryanne will work on a plan.

Show Promotion-Work to get more followers on facebook. Consider liking other school pages. Better to post once a day than more frequently for the facebook algorithm. Jayson will talk to Mattie Melson about PR.

Locker and door decorations-too cold to put up on house doors. Perhaps do not do them for HMS show since weather always cold. Consider case by case basis. Must be careful with budget for door/locker decorations.

Ticket voucher checklist-Jason needs specific info for ticket redemption, also need for Redbook. Looking at coming up with a table where season supporters pick up their ticket vouchers and then turn into box office for whatever show they plan to use them for.

Candy-Grams-look at printing candy gram forms (designed by students) in advance of the show. Have some generic forms available for all shows in case forms run out.

Box office-House crew should set up corporate sponsor signs, etc.

Concessions- looking to hand over to new people. See if someone can come on board now to shadow Tara and Chandra for Spelling Bee.

Show gifts-They looked good. Should there be student involvement? Possibly have students design buttons.

Cast and Crew Photo-Check in with photographer on costs for buying all pictures and distributing to students for free, with SRO paying fee.

Cast Party-Went well. Many kids said best one yet. Armory works well for the middle school show. Look into Public House for High School party-Tracy and Jayson will work on this.

Spelling Bee-

Show is earlier than usual so it can be Cappies eligible. Prep for Cappies-look for a volunteer to work with Janean.

David is working on show gifts.

Tracy working on Cast Party

TOTS -considering Highland Event Center or Country Club. Mess Hall is already booked. Looking at August 24th for the date. Can't bring in food to the Country Club, must use their food, also it is Golf Season and the Pool is open then.

Discussion of having a Cabaret with kids performing at the top of each hour.

Workshop-Jason working on bringing in actors. Possibly actress playing Angelica in the Hamilton Tour. Also, perhaps someone else for a dance workshop. More details as Jason has them.

By-Laws- Jayson and Billie working on a draft for by-laws revision.

Respectfully submitted,

Maryanne Zeleznik

Secretary