

## ACMA Theatre Parent Group (TPG) Meeting 11/4/14

### Update from Coraline Production Manager (Emilia)

The crew is looking for long black curtains for the doorways and on the set. Someone asked if the curtains in the Blue Box would work. Emilia will check to see if they can come down. If you have any long black curtains or pieces of black fabric, let us know.

### Cast Meals (Billie)

Billie talked to our Subway connection. We can do platters of sandwiches and get the 10% discount – not individual sandwiches. We can choose from proteins (roast beef/turkey/ham/cheese), and Subway will supply condiments. There are also gluten-free options. Subway will donate two cookie platters. There's a significant price decrease if we order platters. We budget about \$7/student, and we're feeding approximately 50. It's cheaper to get chips from Costco. Additionally, there's a box that didn't sell in concessions. We'll purchase water for cast/crew.

Emilia will check on gluten-free and protein options from cast members so we can figure out what types of platters to purchase. We'll do Subway both weekends: the 15<sup>th</sup> and 22<sup>nd</sup>. Sandwiches will be delivered by 4:30. Both Saturdays will have talkbacks.

### Mr. Sikking Update

This is tech week, so there's lots of stress. Mr. Sikking is concerned about the contract that we signed with Mr. Gaiman and is advising that we not film and distribute a video. Emilia will contact Neil Gaiman to see if we can film and keep one copy for archival purposes only. Mr. Sikking also shared that the production is within budget.

Mr. Sikking requested that after Coraline closes, we discuss some fundraising options.

Mr. Johnson and Mr. Sikking agree that we shouldn't implement the LIFT program (free tickets for low-income families) this year. Next year, we can explore these options with the Artistic Director. However, Mr. Sikking wants to make it clear that **NO Coraline family members and friends should be UNABLE to see the show because they can't afford a ticket.** Mr. Sikking will make sure that these tickets are available.

Rehearsals will be held next Monday and Tuesday (Veteran's Day). Someone from the District is coming in on Monday at 10:00 for press.

### Press Release (Emilia)

The press release went out.

## **Cash box (Kelly)**

Linda distributes cash boxes, and she has a limited schedule. We need to make sure that we give her plenty of time. We discussed the process:

1. Truman will get the cashbox on Thursday/Friday from the bookkeeper.
2. Truman will count and record the money. A recommendation was made that a parent in the box office counts as well.
3. The cashbox will be given to Mr. Sikking at the end of the day.

Do we need four cash boxes? We discussed this and decided that the parent at the concessions could be in charge of a cashbox. We may consolidate the cashboxes and have break-a-leg-a-grams at concessions and the box office. We're requesting about \$450. We need to track what's coming in and going out.

The box office area will be divided in half to help with line management: one side will be the Box Office -- the other Will Call.

## **Cast fees**

They are currently going into the ASB account. Mr. Johnson has recommended that students who are unable to pay cast fees will need to request a waiver. He will look at a way to track the fees like a lost book and submit that fee against students' accounts.

Historically, students who are in the cast/crew have paid. We need to formalize who gets a t-shirt and who is charged. It would be great to get someone to underwrite our meals, t-shirts, productions and so on.

## **T-shirts (Tina)**

T-shirts will be in at the end of day on Monday. T-shirts will be distributed at the end of Tuesday's rehearsal. The crew shirts will go to the costume shop. Emilia will pass onto Brianna. The shirts will be signed in and out after the productions. We can number the shirts and have students assigned a certain number. They should stay onsite and be washed here. We just need to monitor the sizes and make sure we are covered.

## **Sponsorships (Matt)**

We need to do an outreach outside our base, focusing on businesses and alumni. We need to get the network rolling. Matt will reach out and start contacting businesses NOW.

Again, we discussed fundraising ideas with Mr. Sikking (a reception with the mayor?). We also need to reach out to alumni. Perhaps we can take this on for Pride and Prejudice. We'll discuss in December.

## **Sponsorship table**

We decided to host a table in the lobby that explains our sponsorships and encourages audience members to become a sponsor. A suggestion was made to show photos and trailers from the various productions on the monitors and position our table in front of them.

- Emilia has links to old show pictures and will work on a slideshow.
- Tana will create a receipt with our TAX ID # so we can give them to donors right away.
- A suggestion was made that students could also host the table.

### **Ticket sales (Kelly)**

- We have sold 128 tickets already.
- Lunch sales started this week.
- VIP invitations went out. Only 3 people have replied. Mari has agreed to call and follow up

### **Next meeting**

- We will not meet again until December.