



Fan Club General Meeting—Agenda
February 9th, 2016 7pm – 8pm Location: School library
Agenda & Minutes

Purpose:

- Continue planning for Legally Blonde, Annie Jr
- Other business

1. Treasurer Report 7:00 to 7:05
 - Checking Acct balance 01/31/2015 --
2. Prep for Legally Blonde 7:05 to 7:45
 - Posters: Available
 - Videotaping: We can ONLY have an archive copy and no videotaping during show; no Vimeo or give away; need to add to program—Marie to tell Greider
 - Mandatory parent volunteering: Rob and Amy to create contract for students in show for Maren to give to cast; Marji supports mandatory volunteering of cast parents; AG to post parent distribution list on gmail acct—Marie sent out
 - Audience appeals—reminder: Legally Blonde is a PG-13 show—All items complete
 - i. Red clay HS—Need someone to volunteer to put posters in “truck” mail for Red Clay HS (school office outgoing mail)—Maren will do this
 - ii. Marie to appeal to local theatres
 - iii. Joanne Baker communicated with local ad sources and radio calendars
 - Tshirts/Hoodies: Tshirts only—cast to be sold at 10 (cost) with names on back; general audience shirts sold at \$12 (standard sizes) \$15 (larger sizes)
 - i. Tshirts with names on back for cast at cost; Hoodies for preorder only with artwork on front only; Tshirts with artwork on front only available for purchase night of show
 - ii. Marie to create order form and put out to cast and on list serv
 - iii. Hoods need to be \$30 to make profit; tshirts will be available nite of show
 - Keychains
 - i. On their way!—will be sold for \$5
 - Set design
 - i. Set builds have started!
 - Costumes—costumes have started
 - Ticket sales:
 - i. Sales site is ready to launch
 - ii. Fan Paks—tix on sale 3 weeks prior to show (Feb 19th)
 - iii. All sales –tix on sale 2 weeks prior to show (Feb 26th)
 - iv. Mayda to tell Julie R and Joe H. dates to avoid confusion
 - Pictures of tech week for lobby—Maren talked to Robin Starr, he will take pictures during tech week
 - Cabbie grams—Marie to manage --complete
 - Props
 - Costume plot—hold for LB; use for Annie—Amy and Jim to create
 - Programs—headshots and bios are complete; Marie will proofread



- Lillian (snack lady) will help with snacks—AG to send Marie her email so that we can put ad in program; food person for LB will need to contact Lillian with details of need and timing (person TBD)
- Facebook and Twitter—AG to exchange logon and password with Mayda
- Bucket collections—3 requests—C5, DM, Faithful Friends

3. Other business

7:45 to 8:00

- Annie Jr
 - i. Casting update? Kylie Tucker is stage manager
 - ii. Brian needs to pick artwork; agreement says no tshirt sales, need to determine impact
 - iii. Other business?
- Amex Square to be used to tshirt and keychain sales
- Costume room—
 - i. Owner of Costume room is a faculty member--Marji—she will manage access requests by coordinating access requests with FC costume room accountable person; only Marji & FC accountable person (Amy 2015-2016) or someone designated by either will have access to the costume room; FC will manage loan-outs and organization of the room; Faculty owner has ultimate accountability for maintaining order of the room by limiting and managing access and will coordinate with FC accountable person as needed

4. Meeting close

8:00