

Clue: On Stage Parent Meeting

1. WELCOME AND CONGRATS to the whole COMPANY

2. INTRODUCE PRODUCTION STAFF

Director/Producer - Ashley Bowen

Costumes - Brenna Sackett

Set Design/Painting - Liz Honeysett

Hair and Makeup - Becky Klose

Set Design/TD - Chris Honeysett

Lighting Design - Sam Snow

Props - Savannah Draper

3. THE IMPORTANCE OF FUNDRAISING: PATRONS, PATRON LETTER

4. KEEPING EVERYTHING ORGANIZED

Portage Central Theatre 2018/2019 (FB), pchperformingarts.org

5. IMPORTANT DATES

Set Build Days: Saturdays beginning September 22-Oct 20 (9-3) Lunch provided

Tech Sunday: October 21, 1:00-10:00 pm, dinner provided

Shows: October 26, 27, 28, 30 November 2, 3, and 4

Student/Teach Appreciation Night: October 30

Strike/Company Party: November 4, dinner provided

6. FEES

\$30 Costume Cleaning (Cast Only) - checks payable to Portage Public Schools

\$20 Dinner Fee (Cast and Crew) - checks payable to Portage Public Schools

\$50 Pay-to-Participate to Mrs. Smith in the main office (all participants)

7. COMMITTEES

a. Volunteering- "Nobody can do everything, everybody can do something!"

1. We need chairs for the following committees. You will get lots of support! But I need someone to spearhead each. You will then get an email with sign ups for each committee.

Front of House - House Manager: Troy Thrash

Concessions - Chair:

Tech Sunday - Chair:

Company Party - Chair:

Publicity- Chair:

Patrons and Donors- Chair: Jodi Thrash

Box Office- Chair: Kris Fulton

8. POSTCARDS, POSTERS, AND EARLY TICKET ORDERS - The handout day is October 13. Keep in mind that this is key to family ticket pre-orders. Posters are our main form of advertising!

9. CODE OF CONDUCT

Grades, Behaviour, Attendance

Signed Crew/Actor's Contract

10. AUDITORIUM ETIQUETTE- Dinner/food, Tech

11. COMMENTS from the Honeysetts regarding set and build days

12. IDEAS/SUGGESTIONS. Contact Ashley Bowen at abowen@portageps.org

13. NEW YORK TRIP- June 17-21 INFO on pchperformingarts.org AND meeting coming up. Now accepting \$100 deposits to hold spots.... Parents and siblings are welcome!