NAfME Meeting Minutes

24 September 2019

Meeting start time:

1. Chapter dues and constitution due today!!
2. Icebreaker: How far have your shoes been?
	1. Everywhere from “only at EIU” to “Japan!”
3. Service hours opportunity! Help John Wengerski from Charleston HS help students prepare for ILMEA (on campus)! Tomorrow and next Wed.
4. October 4th at noon: project with Charleston transitional facility! Perform a small excerpt and do an instrument petting zoo! Low stress! Commitment from 12:00-12:50 and get a full service hour.
5. District 5 ILMEA festival here! Set up on Friday Nov. 23, festival on Saturday! You can earn service and/or observation hours!
6. National dues due October 8th
7. IMEC- a fun time! We don’t have to work a booth this year!
	1. 1st deposit of $25 due October 22nd.
	2. Next payment of $50 due November 12th.
	3. Final payment of ~$40 due December 3rd.
8. Fundraiser- Penny Wars! Funds will help pay for IMEC and/or NAfME fund. Everyone in NAfME must sign up for a shift!
9. Tomorrow: District 5 ILMEA clinic! Observation hours opportunity!
10. Welcome Julianne Sharp! Choir director at Charleston HS and EIU!
11. Originally she was just the choir director, but the musical director decided not to do the production two weeks before auditions.
	1. She took it under short notice and has continued for five years.
12. Things to consider choosing a show:
	1. Cast size- get production team together to discuss choosing show! Cast and pit size both important!
	2. Don’t pre-cast, but you do know your talent pool
	3. Cast type! Large ensemble? Small? Kids or animals included?
	4. Ethnic requirements- if you don’t have the people to do a show, you can’t do it. It is inappropriate to do shows without the right student body!
	5. Star vehicles
	6. Singing, dancing and acting requirements- where do your students’ talents lie?
	7. Don’t do Shrek! (Not really, but it is a badly written vocal part)
	8. Community- choose a show with content that your current political/social/community environment will accept. Keep in mind the goal of your show!
	9. Production types- Full productions, Jr. Shows, and Kids’ shows! Jr. and Kids shows can be odd because of the cuts. Jr. and kids’ shows have much cheaper rights! Written for developing voices.
		1. Print street player versions- common stories with different music- for kids!
		2. Theatre for young audiences- little kids’ books!
		3. School edition- with supplements that will make it “school appropriate.” But often don’t make cuts make it really kid-friendly.
	10. Style- classic or contemporary? Setting- historical is more expensive! Consider cost of costuming!
	11. Peruse multiple musicals way ahead of time! Watch them to decide if it would work! Reserve rights nine months in advance!!
	12. Confirm production staff- you don’t know if they will continue each year!
		1. Be comfortable hiring and firing! Hiring friends is not always the way to go!
	13. Sixth months out- purchase everything!
13. Budget- rights will often cost upwards $3,000 dollars! Pick a show you have the budget for!
	1. Raising ticket prices will also raise price.
	2. Know how many comp tickets to provide!
	3. Additional staffing! You can match students with paid professionals for pit orchestra.
	4. Costume sets and props- do you have storage? Consider renting from other companies!
	5. Scores and librettos! How many do you need?
		1. OrchExtra- supplements instrumentation that you don’t have! Difficult to work with, though. Expensive!
		2. Stage Manager scores! Expensive but worth it!
		3. Logo pack! You have to pay for the rights to advertise your show! Do not rip logos!
			1. Posting shows online is ILLEGAL!!
	6. Sponsorships and Donations! You will not survive without them!
	7. Facilities- where can you do the show?
	8. Tech- what are your options?
14. Timeline-
	1. 12 months out
		1. Begin perusing shows
	2. 9 months out
		1. Applying for the rights
		2. Reserving the venue
		3. Reserving the costumer
		4. Confirming the production staff
			1. Staging director
			2. Choreographer
			3. Set Designer/Builder
			4. Stage Manager
	3. 6 months out
		1. First production meetings
			1. Set and costume designing begins
			2. Purchase of any tech materials including backdrops, logo packs, etc.
	4. 4 months out
		1. Production schedule completed
		2. Rehearsal spaces reserved
		3. Cast party site reserved
		4. Instrumentalists confirmed
		5. Auditions announced and completed
		6. Production materials recieved
		7. Rehearsals begin
			1. Vocal rehearsals
			2. Choreography rehearsals
	5. 3 months out
		1. Vocals Completed- Staging begins
		2. Sponsorship letters mailed
		3. Publicity Committee Formed
		4. Pit Orchestra Rehearsals Begin
	6. 2 months out
		1. Publicity materials completed and posted
			1. Photographs, posters, programs sent to printer
			2. Ticket sales begin
		2. Production week details confirmed
			1. Volunteers contacted- concessions, tickets, chaperones, etc.
			2. Catering of production week meals and cast party details finalized
		3. Tech completed
			1. Props, sets, etc.
	7. 1 month out
		1. Choreography completed
		2. Blocking completed
		3. Reserve comp tickets
		4. Tech begins working rehearsals
	8. 2 weeks out
		1. Full act run staging rehearsals completed
		2. Tech loads into theater
		3. Programs picked up
		4. Sitzprobe completed and cue-to-cue meeting completed
15. Final thoughts…
	1. Don’t do it for a stipend! Do it because you love it!
	2. You’re providing the kids with many “firsts
16. Questions-
	1. Does the band director help? It’s best for the band director to help direct the pit because they know the students!
		1. If pit orchestra director can get a full score, please do!
	2. Opinion of drama? Would be good to do one, if there was more time! Students are often in multiple things!
	3. Can kids be in pit and on stage? Only once did that happen, for the final song in Shrek.
	4. Cheaper to get recordings, or a pit? Cheaper to get recordings, but a pit is better for students.
		1. OrchExtra can be useful for this!
		2. Most often hired are percussionists!