

All County Musical Meeting
October 16, 2006

Notes

In attendance at meeting: Jack Werner, John Check, Norm Smith, and Wendy Norris

- I. Set Construction and Painting Sites
 - A. Industrial Complex
 - B. Warren County Career Center Building Construction classroom and various schools' shop classrooms
- II. Contract for Musical
 - A. Certificate of Liability Insurance for the theatre has been received
 - B. Contracts
 1. Costumes and Special Effects contracts have been signed and returned
 2. Production contracts have been received but are not yet signed. Mr. Check gave them to Mr. Werner at this meeting
 3. The Struthers' Library Theatre contract has been requested several times but has not yet been received
- III. Budget
 - A. Expense and Revenue Projections
 1. Mr. Smith turned in a budget with approximate expenses of \$37,400 and an approximate income of \$37,400
 2. Mr. Smith would like a petty cash account of \$400 for small and unexpected purchases
 3. Mr. Smith is preparing a vendor list for charge accounts
- IV. Costumes
 - A. Costumes have been rented for the production
- V. Contracted Positions
 - A. Director – Open at this time because the decision has not yet been made for a director or co-directors
 - B. Producer – Norm Smith
 - C. Vocal Director – Rob Pearce
 - D. Instrumental Director – Cindy Scheid
- VI. Others
 - A. Promotions
 1. Mailing lists for supporters of the arts have been obtained for a bulk mailing
 2. Breakfast with Belle at the Holiday Inn (possibly)
 3. Light-up roses will be sold at the performances
 4. Visit area schools
 - B. Advertising
 1. A banner may be hung across Market Street if proper insurance can be obtained
 2. Warren County School District Website
 3. Newspapers
 4. Letters sent to elementary-age schools to invite them to a special production for school students
 - C. Correspondence with Schools/Date Saver Letter
 1. Letters will be sent to public, private, and home-school student contacts to give them information about the musical
 - D. Job Descriptions
 1. Mr. Smith noted that he appreciated Mr. Check's work on job descriptions. He agreed with the descriptions with the exception that the box office and its receipts should remain under the direction of the producer
- VII. Next Meeting Date – Monday, *November 13*, 2006, at 3:30 p.m. in the Staff Development Conference Room in the Curwen Building of Central Office

JNW/wn * NOTE DATE CHANGE

cc: Dr. Sechriest
All-County Musical Committee
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