



Fine Arts Boosters

MELHS FA Journey Minutes

Monday, December 11, 2017

6:30PM

MELHS Media Center

In attendance: Shari Klaustermeier, Zach Brumbaugh, Zach Schnare, Chris Kasten, Amber Reuhrup, Elizabeth O'Dell

Mission Statement of MELHS Fine Arts Boosters

The Fine Arts Booster Club will be the idea group that supports and funds the Fine Arts of MELHS encompassing the theatre, band, choir and art departments. We will keep alumni engaged, be an outreach to the community, and 100% attentive to our creative students all to the Glory of God.

NEXT FABC MEETING – Monday, January 22, 6:30 PM

The Journey to the Manger

This will be December 22nd 5:00-8:00; set-up on Friday will be at 3:00

Set-up can begin on Thursday when the students finish with their finals; pizza will be served at noon; full set-up will begin at 12:30

Amber reported that we are able to borrow the manger & stable. She will drop those off, along with some fresh bales of hay, on her way to work Thursday morning.

Not purchasing an additional sign for the front of the school since there is no lighting for it. Don't think it would be worth the investment. Existing signs will be put out by Tuesday.

Zach S. reported that he has secured the use of some sheep but we are still looking for a donkey.

There were discussions about setting it up a little different this year. The Wise Men will not have their own station this year. They will join in at the nativity. The nativity will only have one line of its own. There will be bleachers in front of it to allow adults to sit while the kids are looking at the animals. After a short time the Wise Men will walk up to the nativity station.

Gift bags: Given with a \$25 donation. This year they will contain dated ornaments. Zach showed us a prototype ornament. Instead of gift bags, we will borrow the tree from the music room and hang the ornaments on it. Everyone can pick out the ornament they want. Liz will bring some tissue paper and gift bags. 70 ornaments have been made.

End the night in a sing along? Yes. Zach B. will have lyric sheets available.

Zach S. and Elizabeth both said that they will try to take pictures during the event. Anyone else that can, please do.

The Intelligencer dropped by to conduct and interview regarding the event.

Discussed having some digital images of art work projected on the backdrops and/or some hanging from the ceiling in the lobby. Liz would like to see a bigger presence from the art department on display next year.

Positions:

- Zach B. – music and NHS volunteers
- Zach S. –lines



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- Chris Kasten – parking and registration
- Amber Reuhrup– tour guides
- Stephanie Faulders – alumni and PR
- Heidi Fields - refreshments

Each position person needs to say how many volunteers they need.

Music and NHS volunteers

Zach B. has a sign-up sheet for NHS Volunteers.

Scripts & Advertisement focal

Zach S. –

- *to make posters early to pass out*
- *will find actors and actresses; every actor will be the same part for the whole night.*
- *Get copies of last year's scripts from Elizabeth and have the creative writing group "freshen up" the lines; There are 4 students working on the script. Zach will pass it along to Amber when they are done.*
- *Setting up a sign up genius for volunteers not including food. It is FAB@MELHS.org. I am not including the password here so that it does not get published on the web site. Gmail is the same login and password.*
- *Send Amber a list of stations and characters*
- *Will send out a newsletter specifically about Journey*
- *On December 6th a promoted published post will be made to Facebook. Max \$100.*
- *Will record a commercial at Issues Etc. Change the script from last year to include the location at the end.*
- *Amber will pursue getting an advertisement on KLOU and WSMI; JOY FM will only list it on their events page*
- *Lisa J. will list in the Riverbender and Alton Telegraph ~\$60*
- *Karen Lowe will call the News Democrat and list on Craig's List*
- *Lisa Masters will write up a press release. Zach will contact her to see who it is all released too and get back to me for recording for future use.*
- *Does anyone have an Intelligencer contact? Shari will try to call.*
- *Procure additional angel costumes; Liz is getting some from her church*
- *Stephanie suggested that there be more editing of the script this year because last year's had a lot of typos.*

Parking lot and registration

- *It was suggested that radios be used in the parking lot to communicate where the available spots are at.*
- *Use small papers during registration to write the times on and hand out so folks don't forget what time slot they were assigned. Chris said that the papers will be handed out attached to a candy cane. Have MELHS contact information on the back of the sheet.*
- *Add spots to the registration form to ask where people saw the advertisement or how they heard about the event and where they are from.*
- *Zach B. will pick out some names from the NHS volunteer sign up that can help with registration.*
- *Keep track of how often groups depart so we have a better idea for next year. The whole "journey" takes about 20 minutes.*
- *Time slots will not be used. Groups will depart approximately every 6 minutes. Each group will be given a group number and an EDT at check-in.*
- *There should be 10 – 15 in a group.*
- *No cell phones at registration!*
- *Also have a podium to promote standing.*
- *Give more directions at registration this year as to what they should do while waiting for their turn. Use ribbon tapes to help guide the guests to the gym.*
- *It was suggested to possibly have a brochure to hand out next year.*

Tour Guides

- *Amber to use the list from Zach to write scripts for the tour guides.*
- *The tour guide will start out by telling the group a little about MELHS*

Alumni and PR

- *Reported a lack of interest/ability of Alumni in participating. We think this will get*



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easier in the future because very few of the current alumni had the opportunity to participate when they were in school. The current classes will be participating while attending school and will be more likely to come back and help after graduation.

- *Stephanie will try to get more information about what would make current alumni want to participate.*
- *Suggested a themed character for the tour guides. The group discussed angels.*

Refreshments

- *Allison reported that we have plenty of cups, stirrers and hot chocolate*
- *Donations to be requested of cookies, candies, cakes, etc. that will be for sale*
- *Heidi will create a separate Sign-Up Genius for cookie donations.*
- *Zach B. will freeze the cookies that were left from the Christmas concert so they can be used for Journey as well.*

Zach S. will post a general volunteer sign up for the event.

The FLA group has a lock-in on Friday night so they will be able to help with the tear down.

Goal is \$1000 profit.

How many came last year?

Suggestions:

- *Everyone be on the lookout for cheap LED lights. We would like to add more to the decorations each year and will need replacements for those that break.*

Other business: \$800 was collected from the free will offering at the Christmas concert

Everyone be sure to put the advertisements for the Journey out to our churches to put in the bulletins. Advertise! Advertise! Advertise!
