

Mankato Riverblenders - 2025 Spring Show Planner

Annual Spring Show - April 26, 2025 - Hosanna Lutheran Church

Item	Date	Task	Person	Key	Details - Include date to be completed	Status
1	6/1/24	Appoint Assistant Show Chairman	Stan Bruss	chr	Appoint an Assistant Chairman for 2025 show Jon Bakken volunteered to be the Assistant	Done 1/7
2	6/1/24	Appoint Show Chairman	Stan Bruss	exe	Candidates are previous year's Show Chairman, previous year's Assistant Show Chairman, or individual with show planning experience. Stan Bruss accepted position 12/23/2024	Done 12/23
3	6/1/24	Determine show performance date and times	Executive Committee	exe	Consider spring competition dates, Easter, and other shows in the region. April 26, 2025 afternoon	Set for 2025
4	6/1/24	Secure contract for show venue	Arv Zenk	ven	Hosanna Lutheran Church - April 26, 2025 - Melisa at Hosanna secured date and is working on a	Done 6/10
5	7/1/24	Contact guest quartet candidates for performance	Arv Zenk	adm	Coordinate guest quartet - fees, housing, and contract. First Ave Quartet contract complete. Tentative agreement to have Vocality be our guest quartet in 2026 - Contact Jay Althof	Done 11/1
6	7/1/24	Submit BMI/SESAC license application	Roger Kamrath (Secretary)	exc	Submit form to LOL District Secretary	Done 9/15
7	7/1/24	Notify District and International with Show dates to include in Pitch Piper and Society Web Site	Stan and Roger	exc	Coordinate show date with District	Done 9/15
8	7/15/24	Determine show theme with Show Committee	Stan Bruss	chr	Source of themes may be solicited from chorus members, chapters in the society,	Done 12/3
9	7/15/24	Communicate show theme and suggestions for guest quartets to Chorus Manager and Music Committee	Stan Bruss and Doug Peterson	chr	Determine Show theme, possible music, coordinate with guest quartet - Rockin' Harmony - Rock n' roll music selected - First Ave Quartet to be contacted	Done 12/3
10	9/1/24	Determine meeting schedule and communication methods	Stan Bruss	chr	Meetings will be held the last Tuesday each month	Done 2/12
11	11/1/24	Form Show Subcommittees	Stan Bruss	chr	Show Chairman selects Subcommittee Leaders	Done
12	11/1/24	Determine which new businesses should be contacted (e.g. corporate sponsors)	Stan Bruss and Gary Schmidt	spn	Committee needs to spend more time planning which businesses need to be contacted before turning over sponsorship packages to the membership. We need to expand our base with new businesses. Will begin working on this after	
13	12/1/24	Request initial plans from each Show Subcommittee	Stan Bruss	chr	The Show Chairman provides this plan in a draft version to all committee members for initial review and acceptance.	Started 12/3

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14	12/1/24	Review Standing Ovation Program (SOP) evaluation from previous year's show with Show Committee	Stan Bruss	chr	SOP should be reviewed to develop ideas for improving future shows. Based on the SOP less than 2 hour show and there should be pre-show music. Stan contacted Dave Sylte and Dave will let	Started
15	12/1/24	Create initial plan documentation and submit to Show Committee for review	Stan Bruss	chr	All committee members review their sections of this plan, confirm their name is associated with the correct action items, determine the current status for each action item, supply planned due dates for each action item, and provide completion dates for action items that are already complete.	Done
16	12/1/24	Begin planning Show Poster	Steve Pettis	csd	Arv contacted Steve with the Rockin' Harmony information to begin developing the poster	Done 12/23
17	12/1/24	Determine ticket prices	Show Committee with Executive Committee	tkr	Determined at Joint Board Meeting	Done 12/3
18	12/1/24	Receive ticket prices from Show Committee and ticket locations / contacts / web site from Ticket Sales team	Jon Schwichtenberg	tkr		Done 12/15
19	12/15/24	Determine Annual Show budget with Chapter President and Chapter	Stan Bruss	exe	Predetermine dollars needed and give to budget committee before joint Board Meeting.	Done 1/6
20	12/31/24	Prepare Show budget to present to Joint Board meeting	Stan Bruss	chr	Joint Board meeting should be held in January	Done 1/18
21	1/15/25	Develop show logo for print media (posters, program cover, tickets, promotional ads, etc.)	Steve Pettis	art		Done 1/9
22	1/15/25	Poster artwork ready for printing	Steve Pettis	art		Done 1/9
23	1/15/25	Prepare small posters for distribution with singing Valentines.	Steve Pettis	art		Done 1/10
24	1/15/25	Determine where additional performance groups could enhance the show and attract a larger audience	Curt Buhl	scp	Youth and/or local talent can be a good draw for audiences. Youth groups from East or West High School, jazz bands or singing groups, MSU/Bethany/Gustavus. Arv contact Elisabeth Cherland at MSU and their Madrigal will perform - agree \$200 fee	Done 1/15
25	1/15/25	Inform chapter quartets about show theme and content and guide them in selecting related songs to compliment the	Curt Buhl	scp		Started 12/3

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26	1/15/25	Develop narrative / story that provides an entertaining flow to the performance and links songs together	Curt Buhl	scp	Script overview provided to committee. Committee decided to work on scrip as a group.	Started 1/10
27	1/15/25	Secure location for afterglow.	Gary Schmidt	ven	Gary has a contract with the Loose Moose and is coordinating the menu.	Done 1/31
28	1/20/25	Prepare poster artwork	Steve Pettis	art	Create show poster and 4-up posters	Done 1/3/2025
29	1/30/25	Print small show posters to be given away on Valentines Day	Arv Zenk	adm	Small posters (4-up) printed	Done 1/15
30	2/1/25	Print and cut small posters for Valentine's Day distribution	Arv Zenk	adm	Prepared 250 small 4x4 posters from the large posters. Steve did the prep work	Done 1/10
31	2/1/25	Print Tickets	Arv Zenk	adm	Print Show tickets for Riverblender packet to Jon Schwichtenberg	Done 12/15
32	2/15/25	Arrange for housing	Arv Zenk	adm	Need to know about housing for guests by February 1st or sooner – may be able to trade for all or part of cost with show ads.	Not needed for 2025
33	2/15/25	Determine the timing and placement of publicity and articles	Greg Rosevold	adv	Ticket sales should be coordinated with publicity. Our publicity should start about two months before the show, and our ticket sales should start about 1 week after the publicity.	
34	2/15/25	Prepare news releases (announcements, stories, pictures, graphics) for radio, TV, newspapers, etc.	Greg Rosevold	adv	News Releases: These will be ready to go approximately two months before the show. We will send them to the area newspapers, radio stations and KEYC. It would be nice to repeat these, or send new ones from time to time over the two month period. Some of the newspapers will not print our releases unless we also buy ads. The ads should start appearing approximately three weeks before	

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35	2/15/25	Prepare news releases (announcements, stories, pictures, graphics) for radio, TV, newspapers, etc.	Greg Rosevold	adv	The Free Press, KEYC, and Prairie has a community calendar. They should be contacted about getting on that because it's not known whether our sending a news release would automatically get us on the calendar. Other Free Publicity: It would be nice to get an article about some aspect of our chorus in the newspaper, and/or in the electronic media. We could do stories on the quartets and any other outside groups who will be performing with us	
36	2/15/25	Create show scripting and staging requirements and provide to performers	Curt Buhl	scp		Started 1/10
37	2/15/25	Arrange for pre-show music as needed	Curt Buhl	scp	Arv will contacted Elisabeth Cherland for an MSU choral group. Arv contacted Elisabeth on 1/16 and on 1/20 she agreed that the MSU Madrigal Singers will perform - \$200 fee offered. Need to coordinate a warm up area.	Done 1/20
38	2/15/25	Based on narrative / story developed with Show Content / Music team, create an initial list of costume suggestions	Curt Buhl	scp		
39	2/15/25	Receive previous year's list of sponsorships	Arv Zenk	spn	Receive previous year's list of sponsorships from Arv Zenk has spreadsheet for 2024 sales	Done 2/10
40	2/15/25	Update list of previous sponsorships and add new prospects to list	Arv Zenk	spn	Arv Zenk reviewed comments from 2024 returned with show ads and updated spreadsheet.	Started 2/13
41	2/15/25	Develop web site content to publicize	Spencer Urban	web		
42	2/20/25	Finalize poster and mailer artwork	Steve Pettis	art	Create final poster and mailers	
43	2/25/25	Finalize outline for show script	Curt Buhl	scp	Based on narrative / story developed with Show Content / Music team, draft a detailed script and stage notes for all characters and Chorus actions	
44	2/25/25		Stan Bruss	adm		
45	2/25/25	Need to decide on special costume or uniforms	Steve Pettis		Steve recommended that we use the red and blue vests with matching ties, tux pants, tux shoes.	Started 1/28
46	2/25/25	Provide chorus members with updated form to nominate candidates for Award of Harmony	Stan Bruss	scp	2024 BOTY winner, Stan Bruss makes this presentation during intermission - Arv Zenk can help with presentation/plaque	
47	2/25/25	Sing along during intermission	Doug Peterson		Doug will lead a sing along during intermission	Done

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48	2/25/25	Determine whether \$50 level sponsors should receive complimentary tickets or admission certificates	Stan Bruss		Complimentary tickets will be held at Will Call for those sponsors to get their 2 complimentary tickets. Information on the certificate should include date, place and time of show along with sponsors name and the Riverblender who sold the sponsorship	
49	3/1/25	Prepare quartet information/pictures to be included in the Show Program	Arv Zenk	adm	Send information to Steve Pettis	Done 12/7
50	3/1/25	Print tickets for member packets	Arv Zenk	adm	Tickets for member packets	Done 1/3
51	3/1/25	Print posters and mailers	Arv Zenk	adm	Print 350 posters and 1200 mailers	
52	3/1/25	Contact media outlets to determine pricing and openness to consider ad exchange rather than purchase	Greg Rosevold	adv	The Mankato Free Press received full-page ads in the show program worth \$500 in reducing advertising cost.	
53	3/1/25	Contact other organizations with promotional capabilities	Greg Rosevold	adv		
54	3/1/25	Provide print content to newspapers based on timed publication	Greg Rosevold	adv		
55	3/1/25	Arrange for the show to be evaluated as part of the Standing Ovation Program	Stan Bruss	chr	contact Dave Sylte at (507) 433- 0004 or sylte0004@msn.com to arrange an evaluation.	Started
56	3/1/25	Confirm who will be the MC	Curt Buhl	scp	Gary Schmidt contacted Jake Palmer (KTOE) and he will be the MC	Done 12/5
57	3/1/25	Review initial costume ideas with Show Committee for comments and	Curt Buhl	scp		
58	3/1/25	Based on detailed script, develop requirements for stage properties (props), and research alternatives for acquiring or making the props and	Curt Buhl	scp		
59	3/1/25	Arrange for construction of any props that must be fabricated	Curt Buhl	scp		
60	3/1/25	Prepare Complimentary tickets	Arv Zenk	spn	Complimentary tickets (colored) need to be identified to determine the impact they have on attendance, sales, etc. Consider making them a different color. Print Name on back of ticket	
61	3/1/25	Prepare Complimentary Tickets	Arv Zenk	spn	Complimentary tickets need to be identified to determine the impact they have on attendance, sales, etc. Consider making them a different color. Print Name on back of ticket (They would easier find when sorting tickets after the show.)	
62	3/1/25	Sponsorship packets to all members	Arv Zenk	spn		

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63	3/1/25	Distribute sponsorship and ticket sales packets and Sponsor Spec Fliers to chorus members	Arv Zenk	spn		
64	3/1/25	Determine ticket locations and contact information	Jon Schwichtenberg	tkr	Jon has lined up HyVee, Cub and Nutter Clothing. Stan has those tickets and will get to those businesses when posters go out and publicity starts	Started
65	3/1/25	Receive printed tickets	Jon Schwichtenberg	tkr		Done 1/3
66	3/1/25	Request Certificate of Insurance from	Arv Zenk	ven	Venue requires a copy of liability insurance	
67	3/1/25	Purchase Show tickets on-line	Greg Rosevold	web	Work with Todd Smith to setup a link to purchase Show Tickets from our website	
68	3/5/25	Print posters	Arv Zenk	adm	Must be completed NLT 6 weeks before show	
69	3/5/25	Review and update Program Booklet Sponsorship Spec Flier	Arv Zenk	spn		
70	3/7/25	Prepare poster distribution lists and packets for members	Greg Rosevold	adv		
71	3/10/25	Distribute Sponsorship packets	Arv Zenk	spn		
72	3/12/25	Website (WEB)	Spencer Urban	web	Update website for show - Create on-line payment	
73	3/15/25	Coordinate poster distribution effort	Greg Rosevold	adv	Show Posters printed and distributed to chapter starting March 15. Create packets with sites listed for posters and give packets to chapter members to distribute posters.	
74	3/15/25	Schedule TV promotions and appearances	Greg Rosevold	adv	Radio/TV: They will get our news releases about two months before the show, and will announce our show information as part of their public service	
75	3/15/25	Inform chorus members about After-Glow plans.	Stan Bruss	chr		
76	3/15/25	Send invitations to other chapters in the district	Stan Bruss	exe		
77	3/15/25	Ensure that performers' music selections and costumes are appropriate for show theme	Curt Buhl	scp		

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78	3/15/25	Assemble sponsorship and ticket sales packets	Arv Zenk	spn	Sponsor packets includes: <ul style="list-style-type: none"> • Printout from spreadsheet for each seller showing previous sponsors, contact, info, etc. • Sample Sponsor booklet (8½ x 11) • Instructions for Sellers and Receipts • Complimentary Show tickets • Programs from last year's show Comp tickets should be distributed with ad packets Do not use advance tickets for comp tickets!	
79	3/15/25	Prepare ticket packets for Members	Jon Schwichtenberg	tkr		Done 1/5
80	3/15/25	Receive Show poster to publish to website and prepare web site to support online ticket sales	Spencer and Greg	web	Ticket ordering information and online ticket order form on line when poster and tickets are available Show information goes online just after completion of Valentines promo.	
81	3/19/25	Collect and evaluate Award of Harmony nominations	Stan Bruss	exe	Select the Award of Harmony winner - 2024 BOTY will create narrative for presentation and order the plaque - Arv can help	
82	3/20/25	Print and cut post cards	Arv Zenk	adm		
83	3/20/25	Prepare Post card mailer	Steve Pettis	art	Using Show Poster artwork along with postcard details - create a two-sided 4.25" x 5.5" post card	
84	3/20/25	Receive complimentary tickets from printer	Jon Schwichtenberg	tkr	Comp tickets to local high school educators, advertisers, media contacts, radio/newspaper drawings for free tickets. We should assess how many complimentary tickets were distributed or used. Did ticket takers count these? Although it is getting better, comp tickets need to be identified.	
85	3/25/25	Review draft script with Show Committee for comments and suggestions	Curt Buhl	scp		
86	3/25/25	Finalize and distribute script to Show Committee, directors, characters, and stage crew	Curt Buhl	scp	The script should initially distributed to the directors, and then to the Show Committee and Quartets.	
87	3/26/25	Prepare and distribute ticket packets and instructions / schedule to Chorus	Jon Schwichtenberg	tkr	Mid-February or 6 to 8 weeks before the show. Train members	
88	3/27/25	Prepare and send complimentary tickets with letter to last year's show drawing winners	Jon Schwichtenberg	tkr	Send Comp tickets to previous year's winners 4 weeks before the show along with a letter promoting the show. Send out just before post	

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89	3/30/25	Determine order for songs and quartets for performance and to include in Program Booklet	Curt Buhl	scp	Order of Songs Pre-Show Music First Half Intermission Second Half Guest Performers	
90	4/1/25	Video recording of event	Arv Zenk	adm	Confirm crew will be at dress rehearsal. Taping or Video recording of show for use only by members as review of performance.	
91	4/1/25	Photographer	Arv Zenk	adm	Contract for some one to take pictures	
92	4/1/25	Send post cards with addresses to Gustavus Adolphus College print shop for addressing and mailing	Arv Zenk	adm	Jon Schwichtenberg will give Arv and Steve the new people added to the mailing list to determine the quantity for next year. Consider sending first class. First class mail is returned if undeliverable and we get change of address notification. Helps clean up the mail list.	
93	4/1/25	Stage crew assignments	Arv Zenk	adm	Determine what is needed for setup/tear down - Dave Scott will help with risers and setup	
94	4/1/25	Schedule Radio promotions and appearances	Greg Rosevold	adv		
95	4/1/25	Collect background information and pictures for Show Program	Steve Pettis	art	Can download guest quartet information from their website	
96	4/1/25	Set practice times and be accountable for all communication with all performers	Stan Bruss	exe	Stan Bruss, Doug Peterson, Arv Zenk	
97	4/1/25	Award of Harmony presentation. BOTY from 2024 collects nominations and selects winner	Curt Buhl	scp	BOTY Collect details about recipient background and qualifications from nominating chorus member and prepare award presentation script	
98	4/2/25	Coordinate the presentation with the winner and invite special guests.	Curt Buhl	scp	Confirm with the recipient to attend show and coordinate with show MC to present award	
99	4/10/25	Order Award of Harmony plaque	Curt Buhl	scp	Creative Ad Solutions - 344-8464	
100	4/15/25	Prepare and distribute quartet checks and to other performers	Arv Zenk	adm	Treasurer to prepare checks for quartets and other performers by the last rehearsal before show for Stan or Doug to distribute	
101	4/15/25	Prepare and distribute checks to Hosanna personnel.	Arv Zenk	adm	Treasurer to prepare checks for Hosanna facility and to each key person listed in the contract who helped with the show	
102	4/15/25	Create Show program - includes all of the sponsorship information	Steve Pettis	art	Must be completed NLT 10 days before the show date to allow time to proof, print, and assemble	
103	4/15/25	Arrange for intermission music as needed	Stan Bruss	chr	Along with Show Committee decide on what is needed for intermission entertainment	

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104	4/15/25	Identify volunteers to staff shows	Jon Schwichtenberg	chr	5 volunteers needed for ushering, will call, and ticket sales (2 persons) <ul style="list-style-type: none"> • Remind members for help • Finalize list • Selling tickets at show • Collecting tickets at show • Ushers 	
105	4/15/25	Collect all of the Sponsorship information and prepare a Power Point with all of the sponsor ads.	Arv Zenk	spn	Arv prepared the Power Point for 2024 show	
106	4/15/25	Collect Sponsorship Request Forms, payments, and camera-ready copy from Chorus members	Arv Zenk	spn	Approximately 5 ½ weeks before show. Need to be more disciplined with membership getting ads in before deadline	
107	4/15/25	Prepare list of sponsorships to be billed and invoice businesses	Arv Zenk	spn		
108	4/15/25	Obtain cash box(s) and change from Treasurer for box office receipts	Jon Schwichtenberg and Garry Streich	tkr	This is normally done the day of the show but can be planned for the night of dress rehearsal if Ron Larson will not be available. Prepare posters stating the following: "Will Call" "Ticket prices" "Make checks payable to"	
109	4/15/25	Create quartet signs for dressing rooms at performance location	Arv and Dave Scott	ven		
110	4/15/25	Create and Distribute check to venue	Arv Zenk	ven	Garry Streich will create the checks	
111	4/16/25	Lighting	Arv and Dave Scott	ven		
112	4/19/25	Collect sold tickets / cash from Chorus members	Jon Schwichtenberg	tkr		
113	4/26/25	Dressing Rooms	Arv and Dave Scott	ven	Prepare quartet signs for rooms 2 weeks before show. Place on doors either Friday night or	
114	4/30/25	Obtain video track of the show from Hosanna	Arv Zenk	adm	Track will be on a flash drive that must be compressed to fit on a DVD	
115	5/1/25	Perform final review after actual Show performance	Show Committee	chr		
116	5/1/25	Provide accounting of ticket sales to Executive Committee	Jon Schwichtenberg	tkr		
117	5/1/25	Record show drawing winners for complimentary tickets (update database).	Jon Schwichtenberg	tkr	Larry Prange from Janesville, MN Pat Schimek from Mankato (2025 Winners)	

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118	5/2/25	Collect box office ticket money – recount and deposit	Jon Schwichtenberg and Garry Streich	tkr		
119	5/5/25	Show Recording/DVD (ADM)	Arv Zenk	adm	Create DVDs from the show recording and distribute to the chapter	
120	5/15/25	Prepare preliminary report on Show income/expense for Executive Committee	Garry Streich	exe		
121	5/15/25	Collect late payments remaining after Show from Chorus members	Garry Streich	exe		
122	5/15/25	Prepare list of unbilled, uncollected sponsorships for Chorus members as a reminder to collect monies	Arv Zenk	spn	Update sponsorships based on this year's list and prepare for show next year.	
123	6/1/25	Select and make contract arrangements for next show venue	Arv Zenk	ven		
124	6/15/25	Prepare list of uncollected sponsorships to be re-billed and invoice businesses	Garry Streich	exe		
125	10/15/25	Submit ASCAP form and pay annual fee NLT December 31	Stan Bruss	exe	ASCAP is paid to the Society. Submit to: Chapter Treasurer send to LOL District Secretary	

Rockin' Harmony Music
 Can't Help Fallin' In Love
 Barbara Ann
 Silhouettes
 Yesterday
 Under the Boardwalk
 Rock Around the Clock
 Unchained Melody - Magic
 Rock Around The Clock - Try Tones
 Vintage - Banana Boat
 First Ave