

**McLean County Museum of History**

**Children's Theatre Association of Bloomington-Normal**

Processed by  
Jana Kiefer  
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**Collection Information**

VOLUME OF COLLECTION:	2 Boxes
COLLECTION DATES:	1979-1984
RESTRICTIONS:	None
REPRODUCTION RIGHTS:	Permission to reproduce or publish material in this collection must be obtained in writing from the McLean County Museum of History
ALTERNATIVE FORMATS:	None
OTHER FINDING AIDS:	None
LOCATION:	Archives
NOTES:	See also

## Brief History

The Children's Theatre was the brainchild of Martha Mary Vybiral to promote children's theatre productions with child participants to encourage greater public awareness of children's theatre. The Association held acting classes for children, sponsored workshops in related areas of theatre arts for children, and produced plays featuring child actors. The Association was active from 1979 -1984.

## Scope

The collection includes questionnaires, articles of incorporation, newspaper clippings, board of directors meeting minutes, grant applications, 501(C) application, programs, class listings for acting and drama classes and a final report to the Board of Directors by Ms. Vybiral at the end of her tenure in September, 1984.

## Box and Folder Inventory

### Box 1

#### Folder 1: Surveys gauging interest in Children's Theatre

#### Folder 2: Legal Documents

- 2.1 Children's Theatre Association of Bloomington-Normal By-Laws, undated.
- 2.2 Photocopy of Articles of Incorporation Under The General Not For Profit Corporation Act, July 1, 1979 – application of State of Illinois.
- 2.3 State of Illinois Secretary of State certification of organization, filed July 24, 1979.
- 2.4 Letter from Owen, Roberts, Susler & Murphy, Lawyers, proposing Articles of Amendment to the Articles of Incorporation to obtain tax exempt status, February 4, 1981. Packet also includes copy of letter from Vybiral to IRS, October 30, 1980. 2 copies, second copy with attachment addressed to board members, undated.
- 2.5 Document designating Corn Belt Bank of Bloomington, Illinois for Children's Theatre Association, December 10, 1979.
- 2.6 Lawyers for the Creative Arts letter agreeing to represent Children's Theatre Association, September, 1979.
- 2.7 Internal Revenue Service letter re: determination of 501(c) (3) status.
- 2.8 Letter from Martha Mary Vybiral to Leslie Veon (Owen, Roberts, Susler, and Murphy Lawyers) re: application for tax-exempt status of Children's Theatre Association.
- 2.9 Letter from Internal Revenue Service asking for information showing Children's Theatre Association had met legal requirements for tax-exempt status, February 2, 1981.
- 2.10 Letter from Martha Mary Vybiral to Glenda Morrison of the Internal Revenue Service providing information for application for tax-exempt status for Children's Theatre Association – Donation list attached (2) February 26, 1981.
- 2.11 Letter from Martha Mary Vybiral to Ms. Glenda Morrison, Internal Revenue Service concerning tax-exempt status, April 20, 1981.

- 2.12 Internal Revenue Service letter informing Children's Theatre Association of the approval of their 501(c)(3) tax-exempt status, July 6, 1981.
- 2.13 Request for Information about Tax Form from Internal Revenue Service, February 18, 1983
- 2.14 Application for Recognition of Exemption to the IRS

**Folder 3: Minutes of Board of Directors Meetings April 22, 1979 – September, 1983**

**Folder 4: Class Flyers**

- 4.1 Workshop in Theatrical Makeup Registration
- 4.2 Children's Theatre – by and for Kids! Application for membership
- 4.3 Special class opportunities flyer, December 1979
- 4.4 Join Us in Acting Class flyer offering Introduction to Acting classes
- 4.5 New Classes Open! flyer – Elements of Mime and Performance Workshop
- 4.6 Acting Workshop "The Magic If" with Mark Rose. (Rose resume attached)
- 4.7 Class Schedule for Fall, 1980, Registration application
- 4.8 Monster Makeup Workshop, Registration application
- 4.9 Class Schedule for Winter, 1981, Registration application
- 4.10 Class Schedule for Spring, 1981, Registration application
- 4.11 Discover Theatre! – A Drama Workshop for Children from 8 to 13
- 4.12 Discover Theatre! Registration form
- 4.13 Class Schedule for Fall, 1981, registration application (2)
- 4.14 Class Schedule for Spring, 1982, registration application
- 4.15 Day Mime Company informational flyer, includes photocopy pictures of Mime
- 4.16 1982 Summer Schedule, registration application
- 4.17 Class Schedule for Fall, 1982, registration application
- 4.18 Class Schedule for Winter, 1983, registration application
- 4.19 Class Schedule for Spring, 1983, registration application
- 4.20 1983 Summer Schedule, registration application
- 4.21 Children's Theatre Association of Bloomington-Normal Poster Contest flyer
- 4.22 Handwritten letter (March, 1983) from Children's Theatre Association of Bloomington-Normal offering after school acting classes. Includes class information sheet (2)
- 4.23 Spring 1984 Classes, registration application

**Folder 5: Teacher Roster, Teacher Resumes, Correspondence**

- 5.1 Handwritten Teacher roster for classes, 1979 – 1983
- 5.2 Handwritten note from Marty Vybiral about makeup class
- 5.3 Hand drawn map showing location of schools for classes, list of schools with PTA/PTO Presidents for 1981-82 school year
- 5.4 Correspondence from Children's Theatre Association of Bloomington-Normal to schools confirming classes and fees. March 15 – 17, 1982 (Holly Mair, Adelle Adams, Carol Barger) Letter from Brigham Elementary School confirming same
- 5.5 Correspondence to Mr. Doug Day relative to Day Mime Company performances dated March 16 & March 30, 1982

- 5.6 Correspondence to Theatre Departments at Illinois State University Feb 22, 1982 and August 23, 1982 (Alvin Goldfarb, Chair), and August 1980 (Calvin Pritnec, Chair) and Illinois Wesleyan University February 22, 1982 & August 25, 1980 (Dr. Carol Brandt, Chair), searching for acting teachers.
- 5.7 Resume, Mark Rose
- 5.8 Resume, Kitty Nisbit
- 5.9 Resume, Janice Ilene Wroth Walter
- 5.10 Resume, Kathryn Marguerite Ervin, includes handwritten cover letter
- 5.11 Resume, Jason Dunn (aka Joseph Dunn)
- 5.12 Resume, Douglas Day
- 5.13 Correspondence from Douglas Day to Marty Vybiral includes clippings and recommendation letter for Day Mime Company's performances
- 5.14 Handwritten note recommending Kitty Nisbit for a class in Music Theater and Improvisation

**Folder 6: Class Lists 1979 – 1983**

- 6.1 Total number of students for years 1979-1983 listed by year
- 6.2 CTA Class lists 1970 – 1980
- 6.3 1983 Discover Theatre class lists
- 6.4 Tech Theatre Class lists 1982
- 6.5 Summer, 1983 Class lists
- 6.6 Letter to Aaron Malejko informing him of free tuition. Sept. 2, 1981
- 6.7 Letter to Steve Williams informing him of free tuition. August 10, 1982

**Folder 7: Art / Fundraising**

- 7.1 Letter sized envelope with Children's Theatre Association of Bloomington-Normal logo and address in upper left-hand corner.
- 7.2 8 ½ X 11 sheet with Children's Theatre Association of Bloomington-Normal logo artwork (2).
- 7.3 Children's Theatre Association of Bloomington-Normal letterhead. (2)
- 7.4 Fund-raising packet with self-addressed envelope included. December, 1981. (2)
- 7.5 Children's Theatre Association of Bloomington-Normal fund-raising flyer.
- 7.6 Children's Theatre Association of Bloomington-Normal fund-raising letter, August, 1979.
- 7.7 Children's Theatre Association of Bloomington-Normal "A Brief History."
- 7.8 History of Children's Theatre Association of Bloomington-Normal and long-range goals. May 1, 1982.
- 7.9 Children's Theatre Association Beich's Candy Sale Kick-off Party flyer sign-up flyer.
- 7.10 Children's Theatre Association of Bloomington-Normal letter of opportunity to sell tickets to "The Emperor's New Clothes." July 14, 1982.

**Folder 8: Publicity**

- 8.1 Correspondence with local schools about placing Children's Theatre sign-up flyers in schools. 1979.
- 8.2 News release delivered to Tony Holloway, October 24, 1979.

- 8.3 Letter to Association of Commerce and Industry of McLean County from Martha Mary Vybiral seeking permission for Children's Theatre Association to perform during Corn Festival, 1981. Includes Thank You note from Bloomington Downtown Council for same performance.
- 8.4 Pantagraph Magazine Supplement Information to Terry Bush, WGLT at Illinois State University, 1981.
- 8.5 Scrip for WGLT Radio spot for Children's Theatre Association. Sent to Terry Bush, January 4, 1982 from Martha Mary Vybiral, Artistic Director.
- 8.6 Summer Schedule for the Children's Theatre Association of Bloomington-Normal sent to Elaine Graybill, The Daily Pantagraph from Marty Vybiral, May 6, 1982. Includes announcement of special Mime Workshop with Doug Day.
- 8.7 Letter from Lisa K. Fajardo to Judy Dilley & Marty Vybiral regarding publicity for "Scragoland." June 26, 1982.
- 8.8 Letter to Bob Simpson of the Daily Pantagraph from Marty Vybiral announcing the newly elected 1982 Board of Directors for the Children's Theatre Association of Bloomington-Normal. (2)
- 8.9 Public Service Announcement listing new classes for Children's Theatre Association of Bloomington-Normal. March 13, 1983
- 8.10 Handwritten Guest ticket list
- 8.11 Interview questions for Maxine Bayer (Off the Cuff) to use during interview.
- 8.12 Letter to Elaine Graybill from Marty Vybiral with show dates for "The Pied Piper of Hamelin."
- 8.13 Public Service Announcement script, May 31, 1983. Pasted over a Radio Theatre Class announcement and a letter introducing Children's Theatre Association of Bloomington-Normal.
- 8.14 Letter to Bob Simpson and Evelyn Feltner of the Daily Pantagraph from Marty Vybiral announcing a Poster Design Contest for children promoting "The Pied Piper of Hamelin." June 7, 1983.
- 8.15 Public Service Announcement announcing Children's Poster Design Contest promoting "The Pied Piper of Hamelin." June 6, 1983.
- 8.16 Letter to Managing Editor of The Pantagraph from Board of Directors, Children's Theatre Association of Bloomington-Normal outlining lack of publicity provided by the Pantagraph despite repeated requests from the Theatre group.
- 8.17 Publicity report compiled by Judy Dilley, Publicity Director.
- 8.18 McLean County Arts Council "Dial-Event" brochure outlining cultural organizations and events in McLean County.
- 8.19 News clipping from The Pantagraph supplement "A Look at McLean County" February 19 1982.
- 8.20 Page from a Bloomington Parks & Recreation booklet "Roundup of Summer Programs" lists Children's Theatre 1981 schedule.
- 8.21 Page from Town of Normal, Parks & Recreation Department, Summer 1981 offerings lists Children's Theatre with class dates and locations.
- 8.22 News clipping from "The Arts" section of the Pantagraph, August 19, 1979 "Children's Theater Assn. organized in Twin Cities" featuring Martha Mary Vybiral.
- 8.23 News clipping from "The Arts" section of The Pantagraph, December 30, 1979 "More classes in acting set."

- 8.24 News clipping The Pantagraph, July 20, 1980. "Children's play cast announced."
- 8.25 News clipping The Pantagraph. "Plum writes original score for children's musical play."
- 8.26 News clipping The Pantagraph "Children's theater offering classes."
- 8.27 News clipping The Pantagraph "Children's Theatre Association Presents "Molly Whuppie."
- 8.28 News clipping The Pantagraph "Children's Theatre Performance" at Bloomington Public Library.
- 8.29 News clipping "Child theater group plans demonstration" June 27, 1981.
- 8.30 News clipping Theater Briefs "Theater course to begin" January 11, 1981.
- 8.31 News clipping The Pantagraph The Arts section "Acting workshops planned." March 23, 1980.
- 8.32 News clipping The Pantagraph Entertainment section "Children do well by 'Emperor'" August 6, 1982.
- 8.33 News clipping The Pantagraph "Silence is golden" with 4 images about mime workshop with Doug Day. May 31, 1982.
- 8.34 News clippings pasted on paper. "Poster contest set" June 10, 1983; "Children's Theater to perform 'Piper'" August 4, 1983; The Pied Piper of Hamelin ad, August 11; For Kids blurb "Pied Piper of Hamelin", June 18, 1983 & August 6, 1983; Bulletin Board notice, August 10-11; Pied Piper of Hamelin Scene preview at Eastland Center stage, July 30, 1983.
- 8.35 News clippings pasted to paper. Eastland calendar showing date Children's Theatre is performing "The Pied Piper of Hamelin", August, 1983; Picture of cast of Pied Piper of Hamelin with cut line "'Pied Piper' to open today."

**Folder 9: Productions/Programs**

- 9.1 Program for the Traveling Caravan Troupe HARLEQUIN in the PARK "The Servant of Two Masters."
- 9.2 Handwritten schedule for Harlequin in the Park "Servant of Two Masters."
- 9.3 1981-82 Postcard inviting Children's Theatre students to try out for the production of "The Emperor's New Clothes."
- 9.4 Program for the performance of "The Emperor's New Clothes." (2)
- 9.5 Poster for the performance of "The Emperor's New Clothes."
- 9.6 Typewritten list of cast and crew for the production of "The Emperor's New Clothes."
- 9.7 Hand-drawn calendar showing rehearsal schedule for "The Emperor's New Clothes."
- 9.8 Program for the performance of "The Lion, The Witch, and the Wardrobe." 1984
- 9.9 Souvenir coloring booklet drawn by Jan Walter, Linda Roach and Suan Guess-Welcker for "The Lion, The Witch, and The Wardrobe."
- 9.10 Program for the performance of "Molly Whuppie" August, 1980. (2)
- 9.11 "Molly Whuppie" cast list typewritten.
- 9.12 Production Policy for the production of "Mollie Whuppie."
- 9.13 Postcard inviting Children's Theatre students to try out for "Scragoland" 1980-81 Addressed to Bobby Gregory.
- 9.14 Program for performance of "Scragoland." (2)
- 9.15 Program for the performance of "The Pied Piper of Hamelin." (2)
- 9.16 Production Policy for "The Pied Piper of Hamelin."
- 9.17 Flyer announcing poster contest for "The Pied Piper of Hamelin."

- 9.18 Community Players Children's Show Activity Book for "The Point."
- 9.19 Souvenir book for "The Hobbit" 1985 Sketches by Jan Walter and Suan Guess-Welcker.
- 9.20 Handwritten program listing songs from various Broadway shows.
- 9.21 Handwritten shortened cast list for "The Matchmaker," "Diary of Anne Frank," and "The Importance of Being Ernest."
- 9.22 Handwritten notes for 2 classes listing songs.
- 9.23 Handwritten list of performances for "Scragoland." (Attendance numbers?)
- 9.24 Children's Theatre Association of Bloomington-Normal announcing photo opportunity after a performance.
- 9.25 Thank You note received from Heritage Manor's Activities Director for performance.
- 9.26 Measurement sheet for costumes.
- 9.27 Letter to parents outlining performance at Eastland Mall and a photography opportunity following the performance. August 8, 1983.
- 9.28 Letter outlining continuing classes of the Children's Theatre Association of Bloomington-Normal and enrollment form.
- 9.29 Ticket stubs (1) Scragoland; (1) unidentified.

#### **Folder 10 Financial Reports/Budgets**

- 10.1 Financial reporting for the 13-month period ending August 31, 1980.
- 10.2 Children's Theatre Association of Bloomington-Normal Income Statement July 1979 – May 1980.
- 10.3 Children's Theatre Association of Bloomington-Normal Income Statement September 1, 1980 – August 31, 1981.
- 10.4 Children's Theatre Association of Bloomington-Normal Income Statement September 1, 1982 – August 31, 1983 .
- 10.5 Program for "The Emperor's New Clothes" with handwritten notes on sales, attendance and students signed up.
- 10.6 Budget summary for "The Pied Piper of Hamelin" 1983.
- 10.7 Budget for Children's Theatre Association of Bloomington-Normal 1980 – 1981.
- 10.8 Budget for Children's Theatre Association of Bloomington-Normal 1981 – 1982.
- 10.9 Budget for Children's Theatre Association of Bloomington-Normal 1981 – 1982 (Revised).
- 10.10 Budget for Children's Theatre Association of Bloomington-Normal 1982 – 1983 IAC Grant Application.
- 10.11 Budget for Children's Theatre Association of Bloomington-Normal 1982-1983 copy for MCAC Grant.
- 10.12 Children's Theatre Association of Bloomington-Normal Projected Statement of Receipts and Expenditures for years 1980, 1981, 1982, ending August 31.

#### **Folder 11 Correspondence /Work with Others**

- 11.1 Correspondence from Mabel Clare Allen to Martha Mary Vybiral. Dec 8, 1979.
- 11.2 News clip Obituary Mabel Clare Allen, founder of original Children's Theater of Normal.
- 11.3 Correspondence from Martha Mary Vybiral to Mabel Clare Allen, founder of original Children's Theater of Normal.
- 11.4 Correspondence from Martha Mary Vybiral to Arvon Jacobsen, President Community Players requesting classroom space.

- 11.5 Correspondence to Glen Ekay, Director Bloomington Park & Recreation requesting use of Miller Park Pavilion.
- 11.6 Correspondence from Glen Ekay to Martha Mary Vybiral stating Pavilion was unavailable.
- 11.7 Correspondence to Calvin Pritner from Martha Mary Vybiral asking to use Allen Theater for summer productions.
- 11.8 Results of Community Arts Research McLean County Arts Survey sent from Charles W. Bolen, Dean.
- 11.9 Arts Count – A Survey of Attitudes, Interests, and Involvement in the Arts by Citizens of McLean County, Illinois Fall, 1981.
- 11.10 Correspondence to Dean Shepherd, Capen, Frank, Proctor & Bowles Inc. discussing Accident policy. May 6, 1981.
- 11.11 Correspondence from Gerald Pickett (Office of Environmental Health & Safety, Illinois State University) to Ed Anderson regarding safety in Kemp recital Hall. July 15, 1981.
- 11.12 Correspondence from Martha Mary Vybiral to Mr. Morris, Assistant Principal, University High School. Facility request for Stroud Auditorium. May 12, 1982.
- 11.13 Correspondence from Martha Mary Vybiral to Mr. Morris, Principal, University High School. Facilities request. March 30, 1982.
- 11.14 Facility Request form for Illinois State University General Revenue Facilities filled out for Kemp Hall for the Children’s Theatre Association of Bloomington-Normal. April 24, 1981. Includes guidelines for support services from ISU.
- 11.15 Correspondence between Martha Mary Vybiral and Mr. Thomas Olson, Literary Editor of the Children’s Theatre Company and School, Minneapolis, Minnesota regarding use of the script for “The Emperor’s New Clothes.” February through July, 1982.
- 11.16 Facility Request for Illinois State University General Revenue Facilities for the performance of “The Emperor’s New Clothes.” July 2, 1982.
- 11.17 Correspondence from Martha Mary Vybiral to Mr John Knight, Assistant Principal, University High School about duties of a lighting director and hours worked by person providing this service for rehearsals. August 18 & 23, 1982.
- 11.18 Correspondence from Martha Mary Vybiral to Dr. Dickson and Mr. Mel Hanis, Centennial School, Mrs. Robin Nelson, President, The Unitarian Church, Dr. Philip Queen, Pastor, Second Presbyterian Church, Dr. Gary York, Senior Minister, Eastview Christian Church searching for space to conduct Children’s Theatre classes. Includes Regulations and Fees Governing the Use of Bloomington Public Schools, District 87 Facilities. August, 1982.
- 11.19 Correspondence from Martha Mary Vybiral to Mrs. Geraldine Twining, Principal Bent Elementary School and Mrs. Holly Mair, Lincoln, regarding Children’s Theatre classes to be held at Bent School. Includes Plan for Offering Children’s Theatre classes to the Public Schools.
- 11.20 Correspondence between Martha Mary Vybiral and Mr. Rich Dlugas, Normal Parks and Recreation and Mr. Frank DeAtley, Bloomington Parks and Recreation about “Harlequin in the Park performances in city parks. January and March, 1983.
- 11.21 Budget packet sent to members of the Children’s Theatre Board regarding commitment to Wesleyan University about space use. June 29, 1983.
- 11.22 Correspondence from Marty Vybiral to Mr. Lawrence E. Connolly, President Community Players requesting use of space for rehearsals.



## **Box 2**

### **Folder 1 – Grants/Grant Proposals**

- 1.1 Application for Financial Assistance packet for Illinois Arts Council.
- 1.2 Correspondence from Illinois Arts Council to Children’s Theatre Assoc. December 8, 1980.
- 1.3 Correspondence from Illinois Arts Council – Grant approval - January 19, 1981.
- 1.4 Correspondence from Martha Mary Vybiral to Ms. Cynthia Miles, Illinois Arts Council regarding participation of Children’s Theatre Association in McLean County Arts Council program titled: “Our Art, Our Culture, Our Heritage: A Two-week Celebration of McLean County.”
- 1.5 Illinois Arts Council Project Financial and Evaluation Report Form. 1981.
- 1.6 Illinois Arts Council Application for Financial Assistance Fiscal Year 1981-1982.
- 1.7 Program Budget Detail – Revised Budget Fiscal Year 1982.
- 1.8 Children’s Theatre of Bloomington-Normal application for Illinois Arts Council grant 1982.
- 1.9 Children’s Theatre of Bloomington-Normal revised description of program for Illinois Arts Council grant 1982.
- 1.10 Illinois Arts Council project Financial and Evaluation Report form 1982.
- 1.11 Illinois Arts Council Program Grant Application “draft” 1983.
- 1.12 Illinois Arts Council Applicant Data Form 1983 Summer Program.
- 1.13 Correspondence from Martha Mary Vybiral to Mr. Sherwood Snyder III, Chicago, Ann Leach, Bloomington, Ill, Kurt Gallagher, DeKalb, Ill, Bill Conner, Chicago, Ill, Charlotte Plotsky, Glencoe, Ill, Christian Moe, Carbondale, Ill, requesting consultants for the Children’s Theatre Association. January 5, 1983.
- 1.14 Project evaluation packet from Martha Mary Vybiral to Hans Gallas of the Illinois Arts Council, May 1983.
- 1.15 Correspondence from Martha Mary Vybiral to Mr. Joseph Rust, Director of Theatre and Rend Lake College concerning evaluating “The Pied Piper of Hamelin.”
- 1.16 Final Report for 1983 Grassroots Grant from the McLean County Arts Council.
- 1.17 Analysis and Evaluation of The Children’s Theatre Association of Bloomington-Normal By Dr. Don LaCasse, August 1, 1983.
- 1.18 Correspondence between Martha Mary Vybiral to Ms. Barbara C. Thatcher, Manager, Community Relations, TARGET Stores regarding funding.

### **Folder 2 Ongoing Evaluation**

- 2.1 Children’s Theatre Association of Bloomington-Normal blank application for position on Board of Directors or volunteer, 1980.
- 2.2 Applications for consideration for volunteering or election to the Board of Directors, Children’s Theatre Association of Bloomington-Normal, August 30, 1980.
- 2.3 Children’s Theatre Association of Bloomington-Normal blank application for position on Board of Directors or volunteer, 1981.
- 2.4 Applications for seat on Board of Directors for Children’s Theatre Association of Bloomington-Normal, 1981.
- 2.5 Applications for seat on Board of Directors for Children’s Theatre Association of Bloomington-Normal, 1983.

- 2.6 Blank application for seat on Board of Directors or volunteer for Children's Theatre Association of Bloomington-Normal, 1982.
- 2.7 Applications for consideration as a Board Member or as a volunteer for Children's Theatre Association of Bloomington-Normal, 1982.
- 2.8 Correspondence between Martha Mary Vybiral and Professor Alfreds Straumanis, Southern Illinois State University Department of Theatre, Carbondale regarding Professor Straumanis reviewing a Children's Theatre Association production, 1982.
- 2.9 Analysis and Evaluation of Children's Theatre Association of Bloomington-Normal by Dr. Don LaCasse, 1983.

**Folder 3 Final Report to Board**

- 3.1 Final report to Board of Directors of Children's Theatre Association of Bloomington-Normal from Martha Mary Vybiral, Artistic Director, 1979 – 1983.