TO: Board of Directors
Association of Library Services to Children

FROM: Ad Hoc Newberry-Caldecott Alternative Committee
Regina U. Minudri, Chairperson

DATE: January 3, 1980

RE: COMMITTEE REPORT

The committee looked into many alternative sites for the Newberry-Caldecott awards presentation in San Francisco during the American Library Association Conference in 1981.

Alternative Sites: 1979 Prices

- Palace of Fine Arts
  Seats 1,000
  Catering must be privately arranged
  Cost: $600-900

- San Francisco Memorial Opera House
  Seats 3,200
  Can use downstairs bar
  Cost: $1,000 plus, not sure of plus what, unclear

- Nourse Auditorium
  Seats 1,825
  No real reception area
  Cost: $525, plus $150 for audio equipment

- Herbst Hall (War Memorial)
  Seats 900
  No real reception area
  Cost: $600 approx.

- De Young Museum
  Seats 800
  Gallery space only, do not recommend for sit down audience
  Can use dining room
  Cost: $1,200 - 1,500 for three hours
Function Meals -- 1979 Prices

Luncheons $12.50 - 25.00 (includes tax & tip)
Dinners  $17.00 - 42.00 (includes tax & tip)

Wine & Cheese approximately $6.00 per person
Wine only -- cash bar. $250 minimum or $40 per shift per bartender

Hot hors d'oeuvres $10.50 - 14.00 per person, not including drinks
Hotels estimate that we will require 4 to 6 bartenders, three bars
for the number of persons usually attending Newberry-Caldecott.

Transportation

Municipal Railway (SF)
   $35.00 per hour per bus. 48 passenger busses
   Estimate that we will require 20 busses for 5 hours
   Cost: $7,000.

Recommendation

The committee recommends that, in the light of the costs involved,
that the Newberry-Caldecott festivities be held in a major downtown
hotel. The committee strongly recommends the St. Francis or the Hyatt.

The following alternatives to the traditional banquet are suggested,
in ascending order of cost to the individual. All are assumed to be
in the evening. Either an 8-10:30 time slot, or a 6:30 to 10:30 time
slot, depending on the service involved.

1. Speeches -- Theatre style setting
   Informal reception - adjacent room
   No host bar

2. Eclectic entertainment (San Francisco Style)
   Speeches - theatre style
   Informal reception - adjacent room
   Wine and Cheese

3. Eclectic entertainment
   Speeches - theatre style
   Informal reception - adjacent room
   Dessert Bar

4. Sit down dessert and entertainment
   Speeches - table style setting
   Informal reception
   No-host bar

5. Traditional Dinner
   Entertainment
   Speeches -- Table style setting
   Informal Reception
   No Host bar
The committee felt that it is essential to have an informal reception, without receiving line, and suggests that the winners be situated strategically within the area with a local host/hostess to insure the flow of people and conversation. Officers and members of ALSC Board could wear identifying tags of some sort and circulate throughout the room.

The committee also felt that local children might be encouraged to attend and perhaps be sponsored by local Friends of the Library groups.

Tape recording and/or videotaping of the award speeches could easily be done within any format.

Committee Members: Ethel Manheimer, Linda Perkins, Grace Ruth, Regina Minudri
Gail Sage. ALSC Board Liaison.