

**\*\* Instructions for Planning Report:**

Simply fill in the blanks below and post the completed Word document to the NMRT Board and Committee Chair group in ALA Connect as an online document and update the master listing. The Archives Committee will proceed from there to make the content available on the Web via the NMRT Archives Database.

**Note:** Please **delete all** of the above instructions **before** saving your document and submitting to the ALA Connect. Leave only the text **below** this line.

---

**Committee Planning Report**

NOTE: \*\* = Required Field

**\*\*Type of report being submitted:** Committee Planning Report

**\*\*Date:** 24 September 2021

**\*\*Committee Name:** 2021-2022 NMRT President's Program Committee

**\*\*Supervising Board Member:** Dani Cook

**\*\*Chair, Co-Chairs, Assistant Chairs:** Ruth Monnier, Chair

**\*\*Committee members:** Mckenzie Gulick, Kayla Kalnasy, David Payne

**\*\*Goal for this year:** The NMRT President's Program committee plans, coordinates and delivers a program for the ALA Annual Meeting.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. TBD
<b>Amount which you have spent so far this year</b>	b. 0
<b>Your estimated additional expenses this year</b>	c. TBD
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d.TBD
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. TBD

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):**

Support of the web committee to post publicity to NMRT's website.

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

1 Moderator of the panel

1 coordinators - ensuring panelists have what they need to be successful as well as if we need to run microphones during the Q&A

3 members to help with set up and tear down of the event

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

Distribute publicity through the following channels: Library Listservs/Discussion Lists, NMRT social media channels; and press release for the NMRT Notes.

**\*\*Report submitted by:** Ruth Monnier

**\*\*Email address:** rmonnier@pittstate.edu