Association Options Fair Committee Planning Report

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

**Date:** October 15, 2013

**Committee Name:** Association Options Fair Committee

**Supervising Board Member:** Barbara Lewis

**Chair, Co-Chairs, Assistant Chairs:** Denise Gehring (Chair)

**Committee members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Denise Gehring (Chair)</td>
<td><a href="mailto:drgehring@apu.edu">drgehring@apu.edu</a></td>
</tr>
<tr>
<td>Brandon Bowen</td>
<td><a href="mailto:bowenb@ipfw.edu">bowenb@ipfw.edu</a></td>
</tr>
<tr>
<td>Jessica Sender</td>
<td><a href="mailto:jsender23@gmail.com">jsender23@gmail.com</a></td>
</tr>
<tr>
<td>Cheryl Lee</td>
<td><a href="mailto:lcheryl1c@gmail.com">lcheryl1c@gmail.com</a></td>
</tr>
<tr>
<td>Tracy Stout</td>
<td><a href="mailto:tracystout@missouristate.edu">tracystout@missouristate.edu</a></td>
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**Committee Charge:**
The NMRT Association Options Fair Committee plans and hosts the Association Options Fair at Annual Conferences. This event offers new members the opportunity to engage with Association, Division, Committee and Round Table representatives and explore opportunities for active involvement within ALA.

**Project Description / Goals:**
- Submit update to Association Options Fair page on NMRT website (October)
- Submit entry of Association Options Fair in NMRT Handbook (October)
- Edit the timeline to manage event planning (October)
- Edit publicity plan (November)
- Request event sponsorship of prizes from various vendors (November)
- Promote the AOF during Midwinter in publications/Twitter feed/NMRT orientation/etc. (January)
- Submit a progress report on ALA Connect (February)
- Confirm all arrangements for Annual Conference (April)
- Promote event and create invitations (May)
- Organize and host the Association Options Fair (Annual/June – usually Sunday PM timeslot)
- Submit a final report on ALA Connect (July)
- Update Handbook entry for Association Options Fair (July)

**Specific Objectives (numbers, tangible end-products):**
Approximately 125 people attended the 2012 Association Options Fair.
Approximately 66 people attended the 2013 Association Options Fair.

Provide a forum in which new members may:
1. Engage with Association, Division, Committee and Round Table representatives to ask questions and explore opportunities for active involvement within ALA.
2. Benefit from the leadership opportunities and experiences available through involvement and that more member groups can benefit from the contributions of members.

Financial Report Section:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. 150</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. 0</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year</td>
<td>d. 0</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. 0</td>
</tr>
</tbody>
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:
Hoping to get sponsorship from OCLC or possibly Ebsco for food and prizes

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)
None at this time.

h. Vendor support received: (From the above list, what if any, has been received?)
None at this time.

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)
Timeslot/room assignment, tables, chairs, and sign holders

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc)
Webpage creation – as soon as possible

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
Currently, we are a 5-person committee. We are yet to assess if all 5 committee members will be present at the Annual conference, and whether additional volunteers will be needed for the event on the day.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):
1. Press release – ALA News page
2. Add to Conference Scheduler
3. Listservs (to be identified)
4. Twitter
5. Division and Association websites
6. ALA Conference Ambassadors
7. Email to Spectrum Scholars and new ALA members
8. Publicity during Midwinter for Annual in publications/Twitter feed/NMRT orientation/etc.

Report submitted by: Denise Gehring (Chair)
Email address: drgehring@apu.edu