

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** 10/13/13

**\*\*Committee Name:** Student Reception Committee

**\*\*Supervising Board Member:** Bohyun Kim

**\*\*Chair, Co-Chairs, Assistant Chairs:** Nicole LaMoreaux

**\*\*Committee members:**

Jennifer French, Mandi Goodsett, Melissa Harden, Sarah Preskitt, and Karen Whyte

**\*\*Committee Charge:** The Student Reception Committee encourages library students to attend the ALA Annual Conference and introduces them to ALA, NMRT, and other divisions and round tables. To welcome those who attend the Annual Conference, the Committee arranges a reception (open to students, NMRT members, the ALA Executive Board, representatives of division/round tables, and library school deans) during the early days of the conference.

**\*\*Project Description / Goals:**

- Plan the student reception for the 2014 ALA annual conference (choose menu items – food and drink).
- Publicize the event to the student chapters via social media, Footnotes and email list-servs.

**\*\*Specific Objectives (numbers, tangible end-products):**

### Financial Report Section:

<b>Your budget appropriation (see budget)</b>	a. \$1,700
<b>Amount which you have spent so far this year</b>	b. \$0
<b>Your estimated additional expenses this year</b>	c. \$0
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. \$0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. \$1,700

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:** n/a

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) n/a

**h. Vendor support received:** (From the above list, what if any, has been received?) n/a

**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):** n/a

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

I don't believe that we will need more volunteers outside of our committee. I attended last year's reception and it seemed that it went pretty smoothly with the few people that they had on hand. The hotel seemed to set most everything up and the committee members were there to welcome the students.

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

- Notice in Footnotes about the reception
- Publicity on e-mail lists (NMRT-L, NEWLIB-L, NEXGENLIB-L, etc.)
- SASCO representatives contacting their respective library science programs

**\*\*Report submitted by:** Nicole LaMoreaux

**\*\*Email address:** Nicole.lamoreaux@gmail.com