

## **Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** October 21, 2013

**\*\*Committee Name:** Midwinter Social Committee

**\*\*Supervising Board Member:** Barbara Lewis

**\*\*Chair, Co-Chairs, Assistant Chairs:** Rachel Jaffe

**\*\*Committee members:** Cherise Mead, Cheryl Blevens, Holly Boyer, Kelly Quaye, Hilary Westgate

**\*\*Committee Charge:** To plan and host a social/networking event during ALA's Midwinter Meeting, which provides new and continuing NMRT members an opportunity to meet and talk in a fun and relaxed environment.

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

- To establish the committee
- Confirm time and date for the event
- Secure a venue for the social; ensure the cost of snacks and space comes in within budget
- Advertise the event via social media
- Arrange for door prizes; organize raffle
- Carry out the event

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

- To provide snacks and door prizes for at least the first 50-75 guests
- To receive vendor support of some amount

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$358
<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. \$0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. TBD

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

Thanks to last year's committee chair, Tinamarie Vella, we are back in touch with Mango Languages to explore their possible sponsorship of the Midwinter Social. NMRT Fundraising Coordinator, Cory Lampert, has drafted a letter to Mango that will be sent sometime this week.

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

TBD

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

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):**

N/A

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

I would like to request that the Midwinter Social Committee members be on hand during the event to help host, distribute door prizes and tend to last minute details.

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

In keeping with years past, we anticipate advertising the event via Facebook, Twitter and ALA Connect.

**\*\*Report submitted by:** Rachel Jaffe, Chair, Midwinter Social Committee

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