Committee Planning Report

NOTE: ** = Required Field

Type of report being submitted: Committee Planning Report

Date: 9/05/08

Committee Name: NMRT Social Committee

**Supervising Board Member: Linda Shippert (lshippert@wsu.edu)

Chair, Co-Chairs, Assistant Chairs: co-ch., Amy Harmon (amyharmon@gmail.com)
  co-ch., Adam Haigh (mailto:ahaigh@lander.edu)
  asst. ch., Reid Graham (rgraham@loc.gov)

Committee members:
Haiyun Cao, haiyunc@gmail.com
Jill Abood, jillabood@gmail.com
Kimberly Brown-Harden, KBrown-Harden@library.in.gov
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Committee Charge:
To plan and execute the 3M/NMRT Social at the 2009 ALA Annual Conference in Chicago, IL.

Project Description / Goals:
We will coordinate (in conjuction with 3M) a reception where the three award recipients of the
3M scholarship grants are recognized.

Specific Objectives (numbers, tangible end-products):
Select a DJ
Select food for the event
Choose decorations (if necessary)
Decide on publicity (if any)
Work on a better understanding of the scope and who is/are supposed to show up

Financial Report Section:

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

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: 3M supplies everything we need, so other money should not be needed. There would be potential for decorating money, but it was not necessary last year.

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

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

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):

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
Last year 3M requested that as many members of the committee and the E-Board be present.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):
Nothing is planned at this time. One issue that needs to be resolved this year is who 3M and ALA feel is allowed or should be allowed to attend the Social. It was a matter of minor contention last year.

**Report submitted by: Adam Haigh

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