Committee Planning Report

NOTE: ** = Required Field

**Type of report being submitted: Committee Planning Report

**Date:
09/05/2008

**Committee Name:
Marshall Cavendish Award

**Supervising Board Member:
Anne Robert

**Chair, Co-Chairs, Assistant Chairs:
Laura Carscaddon

**Committee members:
Inger Krueger
Todd Grooten
Robert Perret
Li Zhang
Marcy Strong
Thom Shelton

**Committee Charge:
Marshall Cavendish provides several tickets to the Newbery-Caldecott Banquet at ALA Annual. The award committee advertises the award, reviews the entries (brief essays) and awards the tickets.

**Project Description / Goals:
Publicize availability of award, solicit applications from qualified individuals, and select and notify recipients as well as those not selected.

**Specific Objectives (numbers, tangible end-products):
Update committee web page, develop a marketing plan to continue the increasing the number of applicants

Financial Report Section:

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

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:
Tickets to the Newbery-Caldecott-Wilder Banquet at the annual conference, provided by Marshall Cavendish. Donation is worth $267 (3 tickets at $89 each)

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

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

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):**
      Updates to existing web pages (committee page, handbook page if needed) only.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
None

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):
News releases to Footnotes; posting to NMRT and other listservs soliciting applications; announcement of winners submitted to Footnotes, NMRT listserv, and Committee web site.

**Report submitted by: Laura Carscaddon

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