

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** September 13, 2008

****Committee Name:** Local Arrangements

****Supervising Board Member:** Linda Shippert

****Chair, Co-Chairs, Assistant Chairs:** Cory Lampert

****Committee members:**

Cory Lampert (Chair)

Damon Campbell

Karen Campbell

Lisa Campbell

Mary Glendening

Betsy Law

Amanda Robillard

****Committee Charge:** Stated from the handbook.

The Local Arrangements Committee assists other NMRT committees with Annual Conference arrangements by making local contacts and providing information. It also prepares guides to the conference city. The committee provides local information of interested to NMRT members or any ALA conference attendees who are budget travelers, and solicits gifts from retailers, restaurants, etc. for door prizes at NMRT conference events at Annual. The committee coordinates conference events with other committees, provides on-site support as needed and identifies programs, services, inform

ation that will enhance NMRT's goal and mission for conference attendee.

****Project Description / Goals:**

- Oversee local arrangements in support of NMRT committees
- Make local contacts to acquire information needed by requesting committees
- Post a guide of events for Annual 2009 in Chicago, IL via NMRT communication channels
- Provide resources for the budget traveler
- Coordinate and support other committees' planning by providing assistance with local events, vendors, speakers, and publicity

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

- Engage committee members in research about host city and create documentation for future chairs
- Assist in identifying site for Social
- Research locally significant speakers for Orientation program
- Identify local vendor support and solicit local vendor donations for NMRT Booth/events
- Meet and discuss status at Midwinter and virtually on a regular basis
- Monitor status of various forms sent by the ALA Conference Arrangements Office for the "Advance Highlights Booklet" and "Official Program"
- Track press releases and compile
- Assist with other projects as requested by Annual committees

Financial Report Section:

Your budget appropriation (see budget)	a. \$30.00
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. \$30.00

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

To Be Determined.

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):

It would be nice to update the Local Arrangements Web Page under Committees with more information. Committee members will be asked to contribute to Conference Wiki as information is collected.

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

N/A

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

Post information on annual conference wiki, and the NMRT web page. Coordinate with administrator of ALA Facebook page to advertise events.

****Report submitted by:** Cory Lampert

****Email address:** cory.lampert@unlv.edu