

Committee Planning Report

Type of report being submitted: Committee Planning Report

Date:

Friday, March 20, 2009.

Committee Name:

Midwinter Social Committee

Supervising Board Member:

Linda Crook

Chair, Co-Chairs, Assistant Chairs:

Chair: Katie Boyd, katieboyd.mlis@gmail.com

Committee members:

Karen Keys, keys.karen@gmail.com (maybe)

Jenny Maurer, jmaurer@pct.edu

Katie Gibson, gibsonke@muohio.edu

Makiba Foster, mfoster@wustl.edu

Committee Charge:

“The Midwinter Social Committee plans and executes a social event which provides new and continuing NMRT members an opportunity to meet and talk in a relaxed and fun environment.”

Project Description / Goals:

*Find a restaurant or similar place with a capacity for our size and conducive to social interaction.

*I would like us to maybe have an activity, beyond the door prizes, to function as an ice-breaker, getting people to talk to each other and maybe even provide information on the organization.

Specific Objectives (numbers, tangible end-products):

Bring 50 people to the event.

Financial Report Section:

Your budget appropriation (see budget)	a. \$350
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. \$350
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.\$350
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:

Will investigate getting vendor donated door prizes.

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

none yet

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

none yet

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):

I do not see a web site for this committee listed on the committee page. I will be contacting the web committee to see if there is a separate place for Midwinter-Midwinter committees, or if this is truly missing from the page and if we can add one if so.

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

I expect to need about two or three volunteers to help set up the space of the social event and assist in activities and giving of door prizes.

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

I plan to post to at least the NMRT-L discussion list, and investigate what other lists might be appropriate. I plan to put together a press release for Footnotes and making sure that we are in the Midwinter Program. I also plan to create an event in Facebook.

Report submitted by:

Katie Boyd

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