

Committee Planning Report

NOTE: ** = Required Field

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

****Date:**

8/27/09

****Committee Name:**

NMRT Marshall Cavendish Award Committee

****Supervising Board Member:**

NMRT Leadership Director, Amy Harmon

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

****Committee members:**

Matt Upson

Melissa Meggitt

Juliana Nykolaiszyn

Maria Baroco

Phuongkhanh (Khanh) Nguyen

****Committee Charge:**

Choose recipients of the Marshall Cavendish Award, provide tickets to attend the Newbery/Caldecott banquet at the Annual conference

****Project Description / Goals:**

Publicize availability of the award and solicit applications, select recipients, notify recipients as well as applicants who were not selected.

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

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.

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):

None.

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.):

Solicite applications through Footnotes news release and NMRT and other library listservs. Winners will be announced through Footnotes, NMRT listserv, and Committee web site.

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