

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 08/28/2009

****Committee Name:** NMRT Booth Committee

****Supervising Board Member:** Linda Crook

****Chair, Co-Chairs, Assistant Chairs:** Chair: Julie Kane, Assistant Chair: Tracy Stout

****Committee members:** Bridget Schumacher, Rachel Jorgensen, Courtney Stephens, Jeannie Downey

****Committee Charge:** To provide opportunities to promote ALA and NMRT membership and provide a location for information exchange

****Project Description / Goals:** Plan and create an attractive booth display for the ALA annual conference and provide staffing

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

1. Solicit volunteers for staffing the space in the ALA membership pavilion, setting it up and taking it down
2. Decide on idea for this year's NMRT-themed giveaway (continue with the jar opener? something new?) and order
3. Create attractive handouts highlighting NMRT conference activities
4. Create space for NMRT Booth on ALA Connect in lieu of previous years' wiki
5. Revamp handbook as needed

Financial Report Section:

Your budget appropriation (see budget)	a. 500
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:

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)
1-2 people to set up the booth on Friday morning or afternoon of the conference, booth staffers (at least 1 person, preferably 2 at a time) to fill 8 hour-long time slots at the booth on Saturday, Sunday, and Monday, and 6 hour-long time slots on Tuesday. A minimum of 24 volunteers, preferably 32 in total, will be needed to staff the NMRT Booth continuously. Booth staffers answer questions related to NMRT, NMRT membership, activities, general ALA conference questions, and take visitor statistics with a visitor clicker. There is a Booth Committee Notebook kept at the Booth for staffers to make notes of any suggestions, complaints or problems for the following year.

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

The Booth Committee website will be updated. Requests will be sent out for Booth staffing volunteers in the spring to the NMRT list and to Footnotes.

****Report submitted by:** Julie Kane

****Email address:** jkane@sbc.edu