

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** September 9, 2010

****Committee Name:** Midwinter Social Committee

****Supervising Board Member:** Julie Kane

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

****Committee members:** Katie E. Gibson, Megan Hodge, Ava Iuliano, Susan Schreiner, Maura Seale, Denis Amanda Wetzel

****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:** Our goal is to locate a venue to host the Midwinter Social event at San Diego and to plan an event that will be enjoyed by NMRT members.

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

Our objective is to plan a successful event. The estimated number of attendees is 60, and I think that we would be successful if we could attract that many or more members to our event. To achieve this we need to adequately promote the event and find a convenient location to host the event.

Financial Report Section:

Your budget appropriation (see budget)	a. \$350.00
Amount which you have spent so far this year	b. \$0.00
Your estimated additional expenses this year	c. \$0.00
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. \$0.00
Difference between budgeted amount and total expenses from above (a-d)	e. \$350.00

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: We currently have no vendor support planned or anticipated for the year.

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):

Not needed.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
Not needed.

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

We will post to the NMRT listserv, have the event listed on the NMRT conference event web page, and publicize the event in Footnotes.

****Report submitted by:** Karen Holt

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