

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 19 September 2011

****Committee Name:** NMRT President's Program Planning Committee

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

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

****Committee members:** Kirby McCurtis, Denise Gehring, Li Zhang, Tinamarie Vella

****Committee Charge:** The NMRT President's Program committee plans, coordinates, and delivers a program for the ALA Annual Meeting.

****Project Description / Goals:** We're planning a program themed around Linda Crook's theme of fostering and maintaining connections. Specifically, we'll be focusing on networking and using networking to get a job. Our goal is to inspire people to make connections of their own.

****Specific Objectives (numbers, tangible end-products):** Our end-product is the program itself. We aim to make it interactive, relevant, and practical. We hope to have at least 75 attendees, but we are aiming for more.

Financial Report Section:

Your budget appropriation (see budget)	a. \$800
Amount which you have spent so far this year	b. \$0
Your estimated additional expenses this year	c. \$800
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.\$800
Difference between budgeted amount and total expenses from above (a-d)	e. \$0

Please note: We plan to spend our entire budgeted amount for equipment (microphones, etc.).

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: Brodart photocopying donation of \$200 for forms and flyers.

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?)

I've been notified of the Brodart donation – if we have it, we'll use it.

Specific Needs/Support (non-financial):

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):

N/A

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

We shouldn't need volunteers beyond our committee.

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

Primary advertising will be through discussion lists and the usual program listing, with flyers and other on-site promotion as our budget allows.

****Report submitted by:** Beth Overhauser

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