**Committee Planning Report**

**NOTE:** **= Required Field

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

**Date:** 9-27-16

**Committee Name:** NMRT Annual Social Committee

**Supervising Board Member:** Nicole Spoor

**Chair, Co-Chairs, Assistant Chairs:** Rachael Clukey rclukey@delawarelibrary.org

**Committee members:**

<table>
<thead>
<tr>
<th>Jillian K. Hayes</th>
<th><a href="mailto:Jillian.k.hayes@gmail.com">Jillian.k.hayes@gmail.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pauline C. Stacchini</td>
<td><a href="mailto:pcstacchini@gmail.com">pcstacchini@gmail.com</a></td>
</tr>
<tr>
<td>Annie Jansen</td>
<td><a href="mailto:annemargaretjansen@gmail.com">annemargaretjansen@gmail.com</a></td>
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**I have requested another committee member.**

**Committee Charge:**
The purpose of the Annual Social Committee is to plan and execute a social event at the Annual Conference. The event will allow new and continuing NMRT members and library school students an opportunity to meet and talk in a relaxed and fun environment. The NMRT awards will also be distributed at this event recognizing the recipients of the NMRT awards (the professional development grant, the Shirley Olofson memorial award, Student Chapter of the Year award).

**Project Description / Goals:**
Plan, promote and coordinate an Annual Reception at the Annual Conference. The reception should provide entertainment (games and door prizes) to provide an opportunity for NMRT members to socialize and network. It will also recognize recipients of the NMRT Professional Development Grant, the Shirley Olofson Memorial Award, the Annual Conference Professional Development Attendance Award and the Student Chapter of the Year Award.

- Create a timetable for tasks
- Involve, update and assist committee members
- Set and follow deadlines
- Make sure to think about what students what to know and experience at the conference.
- Select and order food for the annual reception
- Provide door prizes
- Provide Party favors
- Follow-up

***NMRT President (Kate Kosturski) has reserved the date, time and place (off site) for our Annual Reception. ***

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

**Financial Report Section:**

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<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. $2000</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. 2000</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. 2000</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. 0</td>
</tr>
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f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:  Last year, Mango sponsored our Annual Social. Kim and I will contact them to see if they can sponsor our event again this year.

g. Vendor support requested:  (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) nothing at this time

h. Vendor support received:  (From the above list, what if any, has been received?) nothing at this time

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) as soon as possible (10-17-16 ideally)

b. On-site conference volunteers:  (include estimated numbers needed and brief job description) Other than committee members, 2-3 volunteers would possibly be needed. Job duties: assist with set up and clean up

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):
   - Notice in Footnotes about the reception
   - E-mail lists (such as NMRT-L, NEWLIB-L, NEXTGENLIB-L)
   - ALA Connect
   - Social Media
   - SASCO representatives contacting their library science programs
At this point, my committee and I have introduced ourselves and I have provided the timeline of our committee tasks. ***

**Report submitted by:** Rachael Clukey

**Email address:** rclukey@delawarelibrary.org