Committee Planning Report

Type of report being submitted: Committee Planning Report

Date: 9/30/2017

Committee Name: Midwinter Social Committee

Supervising Board Member: T.J. Szafranski

Chair, Co-Chairs, Assistant Chairs: Pauline Stacchini

Committee members:

Glen J. Benedict	gebenedict@albany.edu
Alison Harris	harrisaj@hillsboroughcounty.org
Mark David Miller	literalcomp@gmail.com
Patty Ramirez	librarianbee@gmail.com
Natalie McAdams	natalie.mcadams@dallascityhall.com

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:**
Identify a location for the Midwinter Social, activities to entertain attendees and encourage peer networking.

****Specific Objectives (numbers, tangible end-products):**
Attract 30 people to Midwinter Social.

Financial Report Section:

Your budget appropriation (see budget)	a. 1,500.00
Amount which you have spent so far this year	b. 0
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:

N/A

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?)
N/A

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

N/A

b. On-site conference volunteers: (include estimated numbers needed and brief job description)
3-4 people, preferably committee members, to guide the events of the evening

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

Report submitted by: Pauline Stacchini

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