

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** August 28, 2009

****Committee Name:** Local Arrangements Committee

****Supervising Board Member:** Linda Crook lcrook@wsu.edu

****Chair, Co-Chairs, Assistant Chairs:** Matthew Ciszek mpc16@psu.edu

****Committee members:**

Tony Carmack tony.carmack@loudoun.gov
Carmen Belanger belangerfamilymd@verizon.net
Kelly Laas laas@iit.edu
Marissa Ball ballm@fiu.edu
Janel White jwhite@npr.org
Tiffany Wilson tmw@press.jhu.edu

****Committee Charge:**

The Local Arrangements Committee assists other NMRT committees with Annual Conference arrangements by making local contacts and providing information. It also prepares guides to the conference city. The committee provides local information of interested to NMRT members or any ALA conference attendees who are budget travelers, and solicits gifts from retailers, restaurants, etc. for door prizes at NMRT conference events at Annual. The committee coordinates conference events with other committees, provides on-site support as needed and identifies programs, services, information that will enhance NMRT's goal and mission for conference attendee.

****Project Description / Goals:**

1. Meet with the Social Chair to secure a location for the Social at the 2010 Annual Conference in Washington, DC.
2. Gather and disseminate local information for inclusion in Footnotes, the ALA Conference Wiki, and other pre-meeting/preconference publications and resources.
3. Update NMRT committee web pages and review/update NMRT Handbook entry.

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

1. Publish Boston local information in the pre-Midwinter Footnotes.
2. Publish DC local information in the pre-Annual Footnotes.
3. Enter local DC information in the ALA conference wiki.
4. Pick a location for the 2010 Social in conjunction with the Social Chair.

Financial Report Section:

Your budget appropriation (see budget)	a. \$0.00
---	-----------

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. \$0.00

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):

We will need help from the Web Committee when ready to update info on the NMRT ALA pages.

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

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

Posting heavily to Footnotes, ALA conference wiki, and other outlets to “get the word out” on things to do in Boston and DC.

****Report submitted by:** Matthew Ciszek

****Email address:** mpc16@psu.edu