

Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:**

Committee Planning Report

****Date:**

September 20, 2012

****Committee Name:**

Membership Pavilion

****Supervising Board Member:**

Barbara Lewis

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

Kelly Quaye (Co-Chair), Denise Gehring (Co-Chair)

****Committee members:**

Denise Gehring, Kelly Quaye, Amelia Menon, Kathleen Monks

****Committee Charge:**

The NMRT Membership Pavilion Committee provides support in the ALA Membership Pavilion, coordinating primarily with the Orientations Committee to provide information about NMRT membership and NMRT activities at ALA Conferences.

****Project Description / Goals:**

- Update Membership Pavilion web page (October)
- Select and order promotional items for ALA Annual (Winter)
- Submit a progress report on ALA Connect (February)
- Work with the Orientations committee to coordinate the compilation of handout materials for the Membership Pavilion (March)
- Confirm Membership Pavilion display for Annual Conference (May)
- Visit the NMRT Membership Pavilion regularly throughout the conference to check on the supply of materials (Annual/June)
- Submit a final report on ALA Connect (July)
- Update Handbook entry for Membership Pavilion (July)

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

Provide a one-stop shop at ALA Annual where attendees can learn about the value of an NMRT membership by selecting various handouts and promotional materials.

Financial Report Section:

Your budget appropriation (see budget)	a. 500
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. 0
Difference between budgeted amount and total expenses from above (a-d)	e. 500

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)

N/A

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

N/A

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