

## **Local Arrangements Committee 2010 Annual Report**

Ann Brown and Maura Seale began planning for the Annual IS Soiree in February 2010, after our Executive Liaison provided some guidelines as to how much funding we received and how many attendants to expect. We requested price quotes from various venues and caterers in Washington, D.C. and found that in most cases, the cost for the venue, food, and cash bar far exceeded our budget. Fortunately, Ann was able to reserve a space at her workplace, the George Washington University. The lobby and Luther Brady Art Gallery in GW's Media and Public Affairs Building was a short walk from a Metro station, accessible, and in one of DC's unique neighborhoods. The cost of renting the venue also fit nicely within our budget. Although Ann and Maura investigated several catering options, because a cash bar was requested, we were required to use GW's in-house catering company, Sodexo. Due to the number of people expected to attend, we hired two servers and because alcohol was served, we were required to hire a public safety officer.

Once the venue and catering had been reserved and paid for, we created a form in Google Docs to handle RSVPs. This worked very well, as we were both able to access the spreadsheet generated by the form, and later able to share the form with the IS Membership Committee chairs. Event details were sent out to several listservs, placed on the ACRL website, and ALA Connect. The Soiree was held on June 25, from 5:30-7 p.m. Approximately 75 people attended, although 115 RSVPed. Of the people who RSVPed, 51 indicated that this was their first time attending the IS Soiree; 22 indicated that they wanted to be matched with a veteran member of IS. The event went smoothly, despite Sodexo showing up 50 minutes later than expected. Their staff was able to set up quickly. Additionally, the Luther Brady Art Gallery remained open during the Soiree so that attendees could view the exhibit.

No revisions were made to the "Tips for Planning the IS Soiree" document, and as much of the work of this committee was done via email, the bulk of the archived materials will be correspondence. In terms of future recommendations, we received a lot of informal feedback about how nice it was to have the IS Soiree in a venue like this rather than in a bar or restaurant, and we would recommend that future Local Arrangements chairs investigate this possibility.