

SWON Libraries
Award Planning Meeting
Thursday January, 6th 3:00 PM – 4:30 PM

Publicity

- We need to spread the word about the event and nominations
- Melissa will check with Jason Buydos about getting help from PLCH on publicity
- Melissa will also check with graphic designers at PLCH for help
- Glen will solicit nominations through SWON's social media accounts
- Postcard
 - Amy is working with her person at XU to design a postcard
 - Cathy will check at her place on printing postcards or posters
 - Glen will have the office start gathering addresses for libraries
 - The postcard will have a link to nominations and event registration
- Everyone should think about how we can better promote this

Sponsorship

- Everyone will check with their vendor reps. on sponsoring the event
- Vendors can potentially have a table at the event
- Libraries may be able to sponsor an entire table

Venue

- Details:
 - Space large enough for at least 100
 - Available April 14, 2011 in evening
 - People arrive at 6:00
 - Open bar 6:00 – 6:30 (beer and wine)
 - Plated dinner at 6:30
 - Dessert buffet
- Suggestions
 - Windows on the Green
 - PLCH Tower Room (100 people)
 - Boon County Public Library (150 people)
 - Jungle Jim's Oscar Event Center
 - West Chester Branch Library
 - Cincinnati State Event Center
 - Cintas Center
- Everyone should seek out additional locations and get details

Emcee / Speaker

- Should be someone that will draw people
- Have just an emcee? Just a speaker? Or both?

- Suggestions
 - News media
 - e.g. Curtis Fuller
 - Sports
 - e.g. Anthony Munioz
 - Music
 - e.g. Peter Frampton
 - Author
 - e.g. John Fleischman, Kim Edwards
 - Radio
 - Local business leader
 - Comedian

Invitations

- Tell them dress is business casual
- SWON will run registration through their site

Awards

- Get someone outside of the area to review nominations?
- Glen will look into options for awards and plaques
- Put together a slide deck highlighting the nominees

Next meeting

- Glen will send out a Doodle for an early February meeting
- Everyone should go ahead and send any new information to the email list