

Battle of the Books

Responsibilities of the MHLS Battle of the Books Publicity/Promotion Sub-Committee

Responsibilities of MHLS Battle of the Books Sub-Committee Members:

- Sub-Committees include: Question Editing, Volunteers, Facility, Publicity/Promotion; Each sub-committee will have 3 to 4 members.
- Fully participate in sub-committee activities by attending meetings and conducting business by telephone and written communications.
- Be aware of, and able to discuss pertinent issues.
- Designate a Chair to report actions and achievements by the sub-committee at committee meetings.

Sub-committees

Each member of the Battle of the Books committee who is not the current Chair, Vice Chair, Treasurer or Website Administrator must be a member of one of the sub-committees. Sub-committee sign-ups will take place in December after the participating library commitment form has been submitted.

In the event there are not enough positions for all participating libraries in that year, those individuals without an assignment will serve on a sub-committee the following year. All members must serve on a sub-committee at least one of every two years.

Each sub-committee will consist of no less than three members but not more than four unless the number of participating libraries does not equal the amount needed to maintain this standard. Committee members may be a member of more than one sub-committee only if all participating members have been assigned to a sub-committee.

Each sub-committee will be appointed a Chair. The Chair of each sub-committee is responsible for: directing the group according to the timeline, reporting progress of ongoing projects, equally distributing assignments amongst sub-committee members and keeping an electronic record of procedures and findings to pass on to the next Chair.

Publicity/Promotion Sub-committee

- Promote and report on program via press release through local media outlets.
- Responsible for creating print resources including promotional /recruitment materials: bookmarks, flyers, regional event program, regional event poster.
- Prints (or outsources) Regional Event programs and event posters.
- Coordinates with Treasurer, Facility Chair for updated information regarding sponsors and facility.

Timeline

September – After Regional Event

- Submit articles & pictures to local media, MHLS Bulletin bulletin@midhudson.org; Send pictures to website administrator to post on site.

October [Meeting]

- Share relevant input that may create changes to event structure

November

- N/A

December [Meeting]

- Select sub-committee Chair. Finalize committee members. All information from the previous sub-committee should be transferred to the new Chair.

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January

- Produce recruitment materials: bookmark, posters, flyers. Send to website administrator to post.

February [Meeting]

- Produce recruitment materials: bookmark, posters, flyers. Send to website administrator to post.

March

- Finish recruitment materials: bookmark, posters, flyers. Send to website administrator to post.

April

- N/A

May [Meeting]

- Plan print materials and PR
 - Program -400+ printed
 - Posters – 5-10 printed to hang in facility.
 - Press Release

June

- Plan/Create print materials and PR - Coordinate with Facility Chair and Treasurer (Sponsor list) for up-to-date information
 - Program
 - Posters
 - Press Release

July

- Print materials produced - Coordinate with Facility Chair and Treasurer (Sponsor list) for up-to-date information; Request team names for Program
 - Program
 - Posters
 - Press Release

August [Meeting]

- Print materials produced - Coordinate with Facility Chair and Treasurer (Sponsor list) for up-to-date information.
- Advertise regional event

September - Before Regional Event

- Print materials delivered to Facility sub-committee