

September 9, 2007

Addendum relative to meeting discussion of need for Directory publisher/collator.

We are seeking proposals from individuals to produce the 2008-2009 and beyond, SVS&RDA Directory.

The following are suggested qualifications deemed necessary to complete the task:

- Possession and working knowledge of Microsoft Publisher used to prepare final manuscript for printer.
- Possession and working knowledge of Microsoft Excel or equivalent spread sheet software to enter and verify club schedules and to sort by date within month for transfer to Publisher.
- Possession and working knowledge of Microsoft Word or equivalent word processing software for preparation of patron list and other tasks related to the preparation of the Directory.
- Ability to work with selected vendor that will print, collate, staple and trim booklets.

Suggested time line and specific tasks for the production of the Directory.

- Prepare packets for club input data to be distributed at the April Annual Meeting. Estimated minimum/maximum effort 20/40 hours.
- Collect material received by June 1, from clubs and advertisers, transfer checks and summary sheet to Treasurer, enter data and verify. Prepare draft schedule for club verification on line found on temporary Federation web page. Estimated minimum/maximum effort 20/40 hours, completed by July 1.
- Collect corrections and prepare final manuscript to be sent to printer. Completed by August 1, estimated minimum/maximum effort 10/20 hours.
- Receive completed books and prepare for distribution at the September meeting.

Collation/publishing effort above is deemed to be valued at \$500. Printer budget is approximately \$800 for 350 printed directories.

Bill & Ruth Buehler
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