

DC2006 Great Ideas! InfoExpo Reservation Form

Archives Week/Month Thematic Area

Deadline for submission: Must be postmarked by June 16, 2006

Submitting repository/organization:

Name of repository/organization _____

Contact (individual) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Archives Week/Month posters. Send up to 3 posters in a sturdy tube (with a copy of this form) by June 16, 2006, to Conley Edwards, Director, Archival and Records Management Services, The Library of Virginia, 800 E Broad St, Richmond VA 23219. Also, send a scanned or photocopied image of the poster with this form to Susan McElrath (see address below).

Title/description	Date (year)	Size/dimensions
<i>Example:</i> "Discover Hidden Treasures: Georgia Archives Week"	2005	12" wide x 18" high
<i>If submitting more than one poster, list in order of priority for display:</i>		

Other Archives Week/Month materials to be submitted for display. **DO NOT MAIL OTHER ITEMS AT THIS TIME!!** Instead, complete this form describing the materials you are proposing for display and mail to Susan McElrath (address below). PLEASE BE SPECIFIC about the subject matter covered as well as the types/formats of each item and its size/dimensions.

Description/content	Type/format	Size/dimensions
<i>Examples:</i> <i>Promotional items for 2005 Archives Week (leaflet, calendar of events, press releases)</i>	<i>Contained in binder with clear pockets</i>	<i>1.5" spine, 11.5" tall, 10" deep</i>
<i>Photos from Archives Week/Month events sponsored by ...</i>	<i>Photo album</i>	<i>10"x12" 3-ring binder, 1" spine</i>

Postmark deadline: **June 16, 2006**

Send this form to Susan McElrath, Chair, SAA Reference, Access and Outreach Section
4901 Ravenswood Road, Riverdale, MD 20737

Questions? Susan McElrath – phone (202-885-3255) or email (mcelrath@american.edu) or
Jenifer Burlis-Freilich – phone (573-635-7958) or email (jbfreilich@statearchivists.org)