

Genealogy Committee

Scope: The purpose of the genealogy committee is to assist in the organization of the genealogy archive room and genealogy classes from year to year. Members of the genealogy committee will consist of each lag genealogist with potential of additional members from the lag genealogy committees as needed.

Genealogy Coordinator (chair) for stevne should be determined at the November TLSSC meeting and rotate among the three lags.

Responsibilities include participation in the Tre Lag Stevne Planning Committee, plan for space needs, plan the genealogy room arrangement including number of tables and chairs, power needs, equipment needs and planning for genealogy classes including equipment and space needs.

Organization Plan for Genealogy Archive Room

The Genealogy archive room needs are generally 5000 square feet of space to plan for the three lags and their genealogy materials. Perhaps the most important consideration is room security. Doors should be able to be locked when a genealogy committee member cannot be present.

- Tables and chairs for each lag times three:
 - 8 rounds for each lag
 - 14 rectangular tables (8 feet long) for each lag
 - 40 chairs for each lag
- Chart rack should be available for each lag
- Signs should be made to note location of special materials, time for classes including location, and time limits for copy machine and film reader use.
- Power - each lag will need at least five electrical outlets.
- Internet connection - each lag will need an Internet connection accessible within their assigned space in the genealogy room
- Computers available for general research use by participants would be a nice luxury. Also the possibility of a computer lag for teaching Internet resources for Norwegian genealogy should be considered.
- Each lag will be responsible to bring copy machines for use by lag members.
- Microfilm readers are needed by two lags so each is responsible to bring their own. If the other lag intends to use them, they should assist with rental costs.
- Genealogy committee will determine whether there are resources that should be available for all lags. Rental of microform or microfilm that is for all three lags should be part of the stevne budget.
- General Room arrangement will depend on the assigned room (see proposed arrangement on attached diagram)
- Set Up time for genealogy will be either Wednesday morning or afternoon depending on stevne activities and hotel availability. It will take approximately three hours.
- Break down time will begin Friday morning at 10:30 a.m. with the intention that materials will be packed and vacated from the archive room by 12:00 noon. This is dependent upon the specific stevne program schedule.

Archive Room Open for Genealogy Research

Hours on Wednesday	6:00 pm to 10:00 pm
Hours on Thursday	8:00 am to 4:30 pm and 7:00 pm to 10:00 pm
Hours on Friday	8:00 am to 10:30 am

Registration in Genealogy Archive Room (Sample schedule, depending on stevne plan)

The Genealogy Room Registration table will be situated by the entrance to the Genealogy Archive Room. Lags will have set times to arrange for members to staff the table. Sign up sheets should be made available for the registration table and copies of them given to each lag genealogist. See attached sample sign up sheet.

Example of a schedule - need to rotate yearly as times are not exactly fair

Wednesday evening	6:00 - 8:00 pm	Gudbrandsdal
	8:00 - 10:00 pm	Hedmark
Thursday	8:00 - 10:00 am	Tronder
	10:00 - 12:00 noon	Gudbrandsdal
	12:00 - 2:00 pm	Hedmark
	2:00 - 4:30 pm	Gudbrandsdal
Friday	7:00 - 10:00 pm	Tronder
	8:00 - 10:30 pm	Hedmark

This schedule must be communicated to each lag genealogist prior to the stevne. The schedule of assigned Genealogy Registration volunteers should be posted on the Genealogy Registration Desk at the start of the stevne.

Additional Helpers

Each lag will have their own volunteers to assist members with their genealogy research. Volunteers will wear red vests the TLSSC will provide.

General helps available for assistance with machines, copying and Norwegian translation. This is a wish item but some general planning for this should be considered.

Genealogy Class Schedule

Classroom Needs

- Chalk board or flip chart
- Chalk or magic markers
- Podium
- Audio visual equipment, as requested (overhead, lcd projector, computer)
- Speaker system

Class Schedule

Some decisions to make relate to the number of sessions and whether there should be single or concurrent sessions. Also should the classes be on Thursday only or have one or two as part of Friday or Saturday schedule?

Thursday

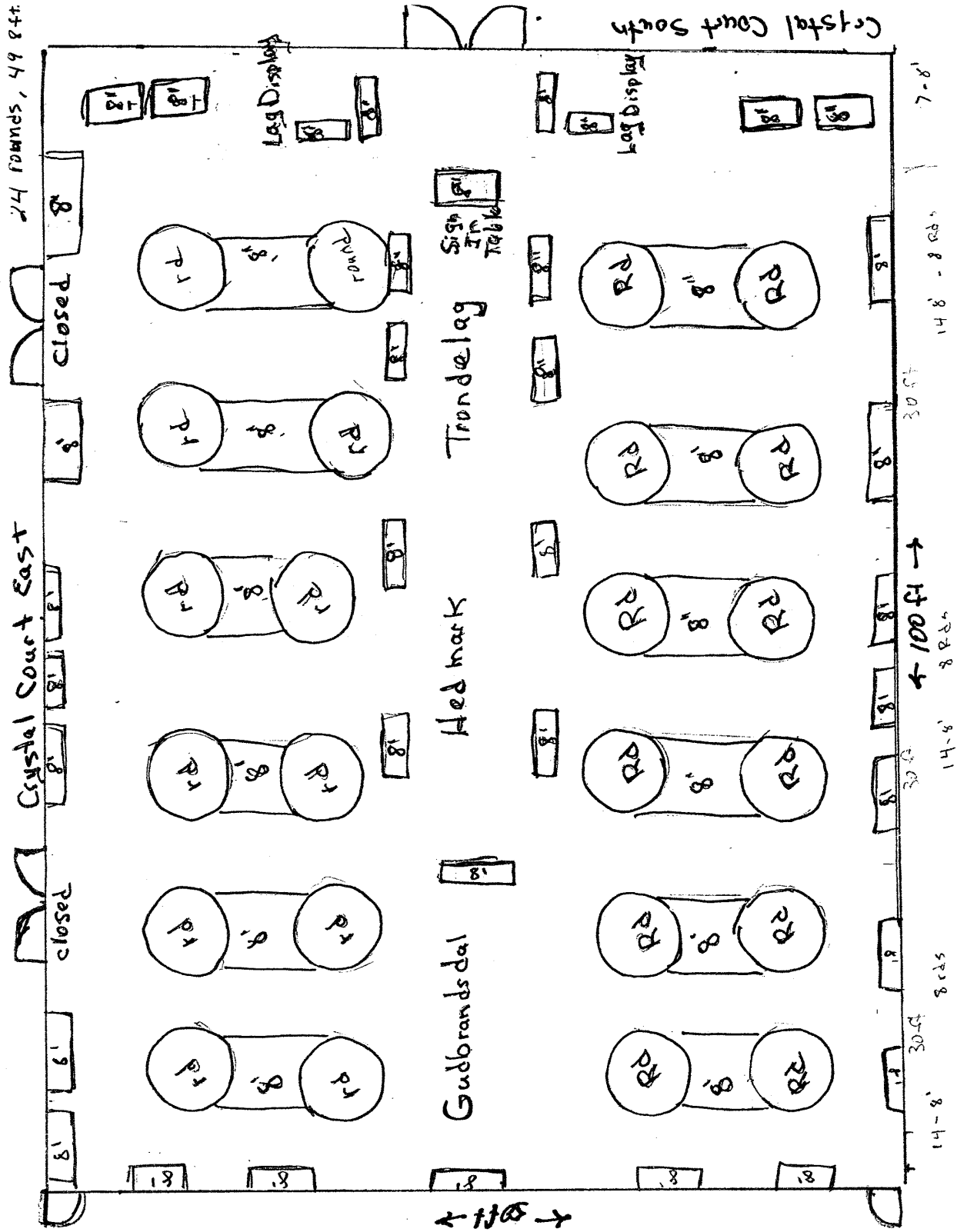
9:00 - 10:00 am

10:30 - 11:30 am

1:00 - 2:00 pm

2:30 - 3:30 pm

7:30 - 8:30 pm



TRE LAG STEVNE GENEALOGY REGISTRATION - YEAR 2005

NAME	ADDRESS	TOWN/ZIP	PHONE	LAG