

# Stake Family History Fair

## PLANNING GUIDE



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## 1. Remote Participation in RootsTech

### 1.1 Invitation

The Family History Department (FamilySearch) of the Church has invited all interested stakes and districts to host a local family history fair. Classes, training, and workshops are provided from the RootsTech conference, and the local fair may also feature live speakers, presentations, and workshops.

### 1.2 Background

RootsTech is a family history and technology conference held annually in Salt Lake City, Utah, where attendees of all ages learn to discover and share their family connections and stories.

### 1.3 The Basic Idea

- a. FamilySearch hosts RootsTech in Salt Lake City, on February 6–8, 2014.
- b. Stakes and districts organize their own family history fairs:
  - i. Location: A stake center in your area is recommended.
  - ii. Date: You may schedule the fair at a day and time of your choice, on or after February 6–8, 2014. (See more details about selecting a date in section 2.)
- c. Video content is provided via live stream or downloadable video recordings directly from RootsTech. Additional computer labs and live local classes are encouraged as part of a complete fair agenda (see section 8.3).

### 1.4 A Simple Process.

The Family History Department provides tools to help you organize your local family history fair, including:

- a. Class content for sessions and workshops.
- b. Promotional materials to communicate the event to Church members and the community.
- c. A web sign-up tool for participants to register.
- d. A step-by-step guide and training materials for organizing and hosting a successful event.

### 1.5 Benefits of Participating

*“When our hearts turn to our ancestors, something changes inside us. We feel part of something greater than ourselves. Our inborn yearnings for family connections are fulfilled when we are linked to our ancestors through sacred ordinances of the temple”* (Russell M. Nelson, “Generations Linked in Love,” *Ensign* or *Liahona*, May 2010, 92).

A family history fair can help:

- a. Increase family-name submissions for temple work.
- b. Strengthen families and fortify the youth.
- c. Increase the effectiveness of retention and reactivation efforts.

## 2. Selecting a Date for Your Event

### 2.1 Date Options

RootsTech will be held in Salt Lake City on February 6–8, 2014. Your local fair should be on or after those dates. We urge you to schedule your family history fair and add it to the stake calendar as soon as possible.



- a. There are a few benefits to scheduling the fair for the weeks following RootsTech:
  - i. Time to review RootsTech content and classes to make sure they are what you expect and to add local customization where needed.
  - ii. More time to download the content, organize the schedule, and test the technical setup for each classroom.
- b. If you schedule the fair on the same weekend as RootsTech, you will have the added enthusiasm of hosting a live event and receiving content via satellite through a live feed. Consider the following items if you choose to hold your event on the same weekend as RootsTech:
  - i. A quick turnaround to download the content and prepare it for your event.
  - ii. The need for sufficient bandwidth to download or stream the content.
  - iii. Less time to preview classes and choose the best selection for your event.
- c. See the Technical Guidelines booklet for more specific information.

## **2.2 Additional Items to Consider:**

- a. For best attendance, we recommend holding a one-day fair on a Saturday.
- b. Avoid conflicts with other stake events that have already been scheduled or that will be scheduled in the months between now and your date.
- c. Coordinate with family history center directors to make sure the date you choose will work for their calendars.
- d. Consider holding the leadership training and consultant training classes on a different day than the main event. Many leaders and consultants may be interested in the general family history classes, and it would be better to let them attend both if they so desire.
- e. The youth portion of the event might warrant additional planning. For example, you may consider holding a Sunday youth devotional or using the content for a youth conference. (See section 7.4 for more ideas on youth involvement.)

## **3. Basic Requirements**

### **3.1 Location and Facility**

- a. The facility must have enough space to hold the anticipated number of attendees.
  - i. We recommend planning for approximately 100 to 300 attendees. (Most meetinghouses will be able to facilitate these numbers.)
- b. Preferably, the location should have a large area for everyone to meet together for a general session before breaking up for individual sessions.
- c. Classrooms should be available for concurrent class sessions.
  - i. Four or more classrooms should be available for smaller classes of around 10 people and larger classes of around 50 people.
- d. Ideally, your location will have an on-site family history center or a small computer lab to allow your attendees to receive hands-on guidance with their family history questions.

### **3.2 Technical Requirements (See the Technical Guidelines booklet for more details.)**

- a. Room setup for each classroom
  - i. Laptop (ideally with Windows 7 or higher).

- ii. Projector to connect to the laptop. (For smaller rooms, you may be able to use a good quality TV or monitor to display the video content.)
  - iii. Screen or large white wall to project video onto.
  - iv. Microphone or podium for local instructors.
- b. If you plan to stream any conference content live (if you hold your event during RootsTech 2014), you will need the following additional resources:
- i. Internet access (preferably a wired connection, not a wireless one) for each of the rooms that will feature streamed content.
  - ii. Proper bandwidth. Each video stream requires between .5 and 1 Mbps on average to download. If you have downloading capabilities of 3.5 Mbps download capabilities through your ISP, you will have enough bandwidth.

### 3.3 Language Support

- a. For the 2014 conference, we will support the 10 core languages of FamilySearch.org: Chinese, English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Russian.
- b. Classes, websites, training materials, communications, and promotional materials will be translated into these languages.
- c. If the primary language in your area is something other than these 10 languages, you are still welcome to host a fair, but you will need to supply translation or interpretation resources for RootsTech content and other materials.

## 4. First Steps

### 4.1 Online Registration

If your stake hasn't yet signed up to host a family history fair, an authorized stake representative should begin the process by signing up your stake.

- a. Go to [www.lds.org/hostfair](http://www.lds.org/hostfair), and click the blue button.
- b. Log in with your LDS Account username and password.
- c. Provide the required information and click Submit.
- d. A confirmation email will be sent that lists the next steps you will need to take.



### 4.2 Organizer's Admin Tool

An online tool is available, with additional resources to help you plan and execute a local family history fair. This online tool has training resources, including this planning guide, a frequently asked questions (FAQ) section, the Technical Guidelines booklet, an online registration tool, and other planning resources.

## 5. Committee

### 5.1 Committee Assignment

A small committee should be called or assigned to help with the execution of the event. Approximately three to six people should be considered for the planning committee.

### 5.2 Suggested Roles

- a. Chairperson or organizer
  - i. Oversee the committee members and delegate responsibilities.
  - ii. Choose RootsTech classes to show, and create a schedule. (Class options will be made available by September 2013.)
- b. Registration
  - i. Manage fair registration via a website or email (see section 6).
  - ii. Communicate with attendees during the weeks leading up to the event (see section 9).
  - iii. Answer and assist with customer-service questions via email or phone.
  - iv. Oversee check-in or the registration desk at the event (see section 12.1).
  - v. Organize lunch options (if you make lunch available to your attendees; see section 8.5).
- c. Technical specialist
  - i. Oversee technical setup for each room (see section 11.2 and 11.5).
  - ii. Download content and distribute videos to each laptop that will show the content in the assigned rooms (refer to the Technical Guidelines booklet).
  - iii. Acquire the technical equipment needed for the fair.
    1. It is common for stakes to pool equipment from surrounding wards and stakes as needed.
- d. Communications
  - i. Order promotional materials (artwork provided from RootsTech; see section 9.1).
  - ii. Distribute promotional materials to ward buildings and local communities.
  - iii. Contact bishops in each ward and ask for support.
  - iv. Manage the promotional calendar (provided by the RootsTech team via the online Organizer's Admin Tool).
  - v. Publish the family history fair in ward bulletins.
- e. Facility management
  - i. Schedule the building.
  - ii. Set up the rooms (chairs, screens, projector tables, and so on; see section 11).
  - iii. Clean the facility (before and after the event).
  - iv. Return rooms to their original setup after the event concludes.
- f. Family history center staff
  - i. Involve stake family history directors and coordinate efforts to use computers and staff that are already in place.
  - ii. Promote the family history center to attendees, and provide contact information and next steps for attendees to refer back to when they need assistance after the fair.



## 6. Event Registration

### 6.1 Online Registration Tool

- a. Persons interested in attending a local family history fair will be directed to an online page on [www.lds.org](http://www.lds.org) to search for a fair in their area.
- b. After choosing a particular fair, they will be asked to enter their contact information (name, phone, and email address).
- c. An automatic email will be sent, confirming the fair date, time, and place and offering the fair organizer's contact information for any questions or concerns that arise.

### 6.2 Organizer's List of Attendees

- a. The fair organizer or a member of the committee will have the ability to log in to the Organizer's Admin Tool at any time and download a spreadsheet showing all who have registered for the event.
- b. With that list, you should:
  - i. Make adjustments to space as needed as the number of attendees grows.
  - ii. Communicate with attendees as the event draws closer.

### 6.3 OPTIONAL: Third-Party Event Management Tools

- a. As an alternative, a small number of stakes may need a more robust event management tool. This option may be considered if you are hosting a larger, regional-type event or if you are partnering with a society with a much broader community presence.
- b. A viable option we have found that will work for most areas is Eventbrite (<https://www.eventbrite.com/signup?referrer=/create>).
  - i. Eventbrite supports the following countries or locations: United States, United Kingdom, Ireland, Canada, Australia, New Zealand, France, Spain, Germany, Netherlands, Italy, Portugal, Hong Kong, and Singapore.
  - ii. Please note: FamilySearch will not offer support on this site or any third-party website. It is recommended that you assign this task to someone on your committee who is tech savvy and confident in managing this feature for your fair.

## 7. Event Schedule

### 7.1 General Session (Formal or Informal)

- a. We've found that the most successful kick-off to an event is to have a local leader (such as a stake president) start the event with some words and thoughts on family history.
- b. This welcome could be given a few minutes prior to showing a portion of a keynote session from RootsTech or with other content you have planned.

### 7.2 Schedule Development

- a. First, to create your event schedule, determine how many classrooms you plan to use throughout the day, along with the capacity for each of those rooms.
- b. Next, lay out a rough sketch of your basic schedule without specifics. For example, a rough schedule could look something like this:

	Chapel	Cultural Hall	Relief Society Room	Primary Room	Family History Center
<b>8:30–9:30</b>	General Session (welcome)				
<b>9:45–10:45</b>	Class Session	Open Computer Lab	Class Session	Class Session	In-Person Help
<b>11:00–12:00</b>	Class Session	Open Computer Lab	Class Session	Class Session	In-Person Help
<b>12:00–1:00</b>	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
<b>1:15–2:15</b>	Class Session	Open Computer Lab	Class Session	Class Session	In-Person Help
<b>2:30–3:30</b>	Class Session	Open Computer Lab	Class Session	Class Session	In-Person Help
<b>3:45–4:45</b>	Class Session	Open Computer Lab	Class Session	Class Session	In-Person Help
<b>4:45–5:15</b>		Open Computer Lab	Youth Class	Youth Class	In-Person Help
<b>5:30–6:00</b>			Youth Class	Youth Class	
<b>6:00–7:00</b>	Youth Fireside				

- c. By creating this type of a basic schedule, you will be able to determine how many classes and presentations to choose from RootsTech.
- d. In September, RootsTech will announce the classes they plan to make available to local family history fairs.
- e. Once this class schedule has been announced, you should determine (based on the class titles and descriptions) which classes will fit best with your audience. Based on your predicted popularity of each class, determine which presentations should be put in larger rooms.

### 7.3 Involvement of Local Classes and Teachers

- a. Although the content from RootsTech is exceptional, we feel that a good mix of downloaded content and live classes taught by local enthusiasts and professionals is the perfect balance and helps invite the Spirit.
  - i. Consider inviting local genealogists or family history enthusiasts to (1) present a full class, (2) offer thoughts, feelings, or testimonies about the subject matter, or (3) simply lead a question and answer portion at the end of a few classes.

### 7.4 Youth Involvement

*“Do you young people want a sure way to eliminate the influence of the adversary in your life? Immerse yourself in searching for your ancestors” (Richard G. Scott, “The Joy of Redeeming the Dead,” Ensign or Liahona, Nov. 2012, 94).*

- a. This is a great opportunity to engage the young people of your stake in family history. RootsTech plans to have an engaging and enthusiastic offering for the youth of the Church that we hope each stake will also encourage and support at the family history fair.
- b. Encourage the youth to bring their tablets or laptops to experience the knowledge that comes with hands-on learning. (Keep in mind bandwidth capabilities in your particular building.)
- c. You may consider using the youth content from RootsTech in Salt Lake City to supplement a youth conference, EFY, or other special youth activity.

## 7.5 Lunch Option

- a. Because the fair will be an all-day event, you may want to provide a lunch. It is appropriate either to do either of the following:
  - i. Charge the attendees for the cost of the lunch (see section 8.5).
  - ii. Have the stake provide a lunch.
  - iii. However you choose to manage this option, please remember that the amount you charge should cover only the cost of the food.
- b. If you choose not to offer a lunch, you may want to advise attendees that they will have a break to eat lunch, and they are welcome to bring their own lunch from home or get something at a nearby location (if one is available in your area).

## 8. Event Budget

### 8.1 Budget Size

Your event budget should be relatively minimal, depending on the scale of event you are planning. For most fairs, the budget should need to cover only the printing of media materials, a few additional office supplies, temporary bandwidth increase, and possibly a lunch, if the cost of lunch is not recouped from participants.

### 8.2 Free Admission

It is anticipated that the family history fairs will be free of charge to the attendees. The small amount of associated costs should be absorbed by the stake budget.

### 8.3 Print Needs

- a. FamilySearch has partnered with Alexander's, a third-party printing company, to facilitate printing professional-quality flyers and posters. We have been able to negotiate low printing and shipping prices that will likely be less than printing the materials at a local company. (Website to access promotional materials is [www.promokit.rootstech.org](http://www.promokit.rootstech.org).)
- b. You have flexibility to determine the type and quantity of materials you want to use in communicating the fair to the various wards and to the community. The amount needed will depend on the number of people in the stake and on your communication plan. (See section 9.1 for more details and information on obtaining print materials.)
- c. The following is a sample list of the media materials that will be made available to you in October 2013. Also provided below are the suggested quantities of each item to order.
  - i. Large meetinghouse poster, 24 x 32 inches
    1. Quantity 10, \$20 each, \$200 total
  - ii. Small meetinghouse poster, 12 x 18 inches
    1. Quantity 10, \$0.80 each, \$8.00 total
  - iii. Community poster, 12 x 18 inches
    1. Quantity 10, \$0.80 each, \$8.00 total
  - iv. Half-page church flyer, 5½ x 8½ inches
    1. Quantity 1,000, \$0.12 each, \$120 total
  - v. Half-page community flyer, 5½ x 8½ inches
    1. Quantity 500, \$0.12 each, \$60 total

- vi. Welcome-event posters, 12 x 18 inches
  - 1. Quantity 3, \$0.85 each, \$2.55 total

## **9. Promotions**

### **9.1 Media Items**

- a. As introduced in section 8 above, the Family History Department has teamed up with Alexander's, a copy and print center based in Utah. Together, we will create the communication items needed to promote your family history fair: flyers, posters, banners, welcome signs, and so on.
- b. The design of the print materials will be available at [www.promokit.rootstech.org](http://www.promokit.rootstech.org) starting October 2013. As a fair committee member, you will be able to access each particular promotional item and customize it with your event name, date, location, and contact information.
- c. Alexander's will print your customized items and ship them directly to the address you specify.
- d. The option will also be available to download a PDF of the different customized files. This option will allow you to print the items locally and avoid shipping costs, which will be particularly useful for fairs outside the United States.
- e. This ordering process will be available in October 2013, and training support will be made available on the Organizer's Admin Tool at [www.lds.org/hostfair](http://www.lds.org/hostfair).

### **9.2 Promotion Through Ward and Stake Leaders – Media Calendar**

It is important to make sure the members of each ward or branch in your stake are notified about the fair well in advance. The following promotional schedule is recommended for optimal results.

- a. Twelve weeks before the event
  - i. Set a goal for the number of people you would like registered for your fair.
  - ii. Reach out to your area public relations representative and share the details of the fair.
  - iii. Make sure that the fair is scheduled on the stake calendar and that all bishops and branch presidents are aware of the event details.
  - iv. Communicate event details to ward family history consultants, indexing directors, and family history center directors. Consider inviting them to a planning meeting so their skills are used during the fair.
  - v. Consider inviting other stakes in the surrounding area to participate in the fair.
  - vi. Ask bishops and branch presidents to help communicate the details of the fair in their wards. Provide each of them with the following:
    - 1. One 12 x 18 inch meetinghouse poster for display on ward bulletin boards.
    - 2. Approximately 75 to 100 copies of the half-page flyer to distribute to ward members.
    - 3. One Sunday bulletin announcement page.
- b. Eight weeks before the event
  - i. Communicate the attendance goal to bishops, ward family history consultants, family history center directors, indexing directors, and high council representatives. Request their help in promoting the event and inviting all to attend.
  - ii. Display the 24 x 32 inch meetinghouse posters in the foyers of the meetinghouses.

- iii. Display the 12 x 18 inch meetinghouse poster at local family history centers.
- c. Six weeks before the event
  - i. Update bishops, ward family history consultants, family history center directors, indexing directors, and high council representatives with registration numbers, and remind them of the attendance goal. Encourage them to help promote the event.
  - ii. Remind bishops to promote the fairs in their wards using the materials provided.
  - iii. Distribute the 12 x 18–inch community posters and half-page community flyers to local libraries, community centers, historical societies, and other public venues with community boards.
    - 1. You may need to get permission before displaying posters in these venues.
    - 2. Ask in these venues if public service announcement (PSA) opportunities are available to communicate fair details on websites, forums, emails, and so on.
  - iv. Contact local media outlets (newspaper, radio, and TV) to provide them with a copy of a press release and the 8½ x 11–inch newsletter insert. Ask if any PSA opportunities are available for this free event.
  - v. Your area public relations representative may be able to help promote the fair. If not, use resources in your ward and stake to help with community outreach.
- d. Four weeks before the event
  - i. Update bishops, ward family history consultants, family history center directors, indexing directors, and high council representatives with registration numbers, and remind them of the attendance goal. Encourage them to help promote the event.
  - ii. Remind bishops to promote the fair in their wards using the materials provided.
  - iii. Email your registered attendees a reminder of the event. Encourage them to invite family members, friends, and neighbors to attend the fair. Remind them that all are invited and that there will be classes for everyone, no matter their level of experience in family history.
- e. Three weeks before the event
  - i. Update bishops, ward family history consultants, family history center directors, indexing directors, and high council representatives with registration numbers, and remind them of the attendance goal. Encourage them to help promote the event.
  - ii. Remind bishops to promote the fair in their wards using the materials provided.
  - iii. Follow up with the places where you distributed the community posters and flyers. See if the posters and flyers need to be refreshed. Follow up on any PSA opportunities.
- f. Two weeks before the event
  - i. Update bishops, ward family history consultants, family history center directors, indexing directors, and high council representatives with registration numbers, and remind them of the attendance goal. Encourage them to help promote the event.
  - ii. Remind bishops to promote the fair in their wards using the materials provided.
  - iii. Email your registered attendees a reminder of the event. Encourage them to invite family members, friends, and neighbors to attend the fair. Remind them that all are invited and that there will be classes for everyone, no matter what level of experience they have in family history.

- g. At the event
  - i. Hang a vinyl banner (optional) in a visible, high-traffic area such as the cultural hall or the main entrance. With approval, the banner may also be displayed on the lawn in front of the building. (Note: Seek approval and help to hang or display the banner appropriately.)
  - ii. Hang the welcome signs on the main entrance doors.

### **9.3 Local Community Advertising**

- a. Hosting a local family history fair can be a great way to reach out to nonmembers in the local community.
- b. It is important to advertise your fair to the local community outside of Church membership. Think of local community boards where you could post the flyer or poster.
- c. Some places to consider are the library, post office, banks or credit unions, restaurants, grocery stores or markets, city office buildings, and so on.

### **9.4 Involvement of Public Affairs**

- a. We ask that stakes contact their area public affairs representatives in the Church. Share with them the date and the details of the fair so they can announce the opportunity through media and other public-outreach channels.

## **10. Local Genealogical Societies**

Some areas have local genealogical societies. If it makes sense for your stake, you may want to consider reaching out to them and hosting the family history fair together. If you are not sure if there is a genealogical society in your area, a quick online search should give you the name and contact information of societies nearby.

## **11. Venue Setup**

### **11.1 Registration Area**

- a. You will want to designate the main entrance to your facility and set up registration tables nearby. If there are other entrances your attendees might enter, it would be a good idea to post directional signs at those entrances showing where to go for registration.
- b. If you anticipate large numbers arriving at the same time, you may want to consider posting signage at the registration tables, asking participants to check in at four lines, based on their last name (for example, A–G, H–N, O–S, T–Z).
- c. It is highly recommended that you have a couple of laptops at the registration desk, with a spreadsheet or similar list of all those who previously registered. As a person checks in, you flag that name in the list as an attendee.
  - i. This list will be informative after the fair to help you determine the total number of people who came to the fair, the number of people who registered but did not actually attend, and the number of people who did not register but who attended the event.
- d. We suggest having some sort of a name badge or name sticker for all attendees. A badge or sticker will help others who may have entered through a different door know that there is a check-in process somewhere, and they will search for the registration area.



- e. Also at the registration table, you may consider posting the overall schedule for the event, or you could have a printed copy available for each attendee.
- f. If you provided the option for attendees to purchase a lunch, you may consider giving them a lunch ticket at this time, which will be used to redeem their lunch during the lunch break.
  - i. Also, you should collect money for the lunch purchase at this time if you have not already done so.

## **11.2 Room Setup**

- a. Your technical specialist will gather the following items to bring for the room setup:
  - i. Laptop (ideally with Windows 7 or higher).
  - ii. Projector to connect to the laptop.
  - iii. Screen or large white wall to project video onto.
  - iv. Speakers to amplify the sound coming from the laptop.
  - v. Microphone or podium for local instructors.
  - vi. Table to put the laptop and projector on.
    - 1. Make sure the table is positioned near an electrical outlet so the laptop can be plugged in so the cord will not cross a walking path.
  - vii. Any extension cords needed for the rooms and for your equipment.
- b. In addition to the technical items, you will also want to consider the following:
  - i. Chairs will need to be positioned for enough attendees to join the class.
  - ii. You may want to consider covering windows if sunlight coming through the windows will possibly inconvenience class participants.
- c. Syllabus materials will be available for most of the classes from RootsTech. In most presentations, the speakers refer to the syllabus. It will be important for your attendees to have a copy of the syllabus for each class you choose to show.
  - i. You will want to print the anticipated number of syllabuses needed for each class and have a stack of them available near the entrance of the room.
  - ii. Another option is to email all attendees a digital copy of the syllabus of each class you plan to show at your fair. This would save printing costs, but it might be a little confusing to those who are not tech savvy.
- d. It is recommended that a schedule be printed and posted at each door, showing the times and subjects of classes that will be available in that particular room. The schedule will help your attendees determine they are in the right place at the correct time.

## **11.3 Lunch Area**

It would be wise to provide a place for your attendees to sit and eat their lunches during the lunch break. If available, tables and chairs should be set up for the attendees.

## **11.4 Signage**

- a. Welcome signage—Included in the media kit from Alexander's, you will find welcome signage you can order or download. The welcome signage should be posted near the main entrance.
- b. Vinyl banner—If you chose to order a large vinyl banner for the event, you will want to display it outside for passers-by to see, inside near the main entrance, or in the cultural hall.

- c. Full-schedule signage—It is a good idea to have several posters throughout the venue that display the overall schedule of the event. The posters should show all the classes being held and the location and time for each class.
- d. Registration signage—The registration area should have the following signage: a welcome sign; an overall schedule showing all the classes, rooms and times for the fair; and a poster advertising one-on-one assistance in the family history center during all hours of the fair, if applicable. (For more information on registration, see section 6.)
- e. Classroom signage—Each classroom should have a schedule for that particular room displayed near the door. This signage will help attendees navigate the rooms and make sure they are in the right place at the correct time.

### **11.5 Computer Lab**

- a. If you choose to have a hands-on computer lab at the fair, you will need the following:
  - i. Long tables to hold the laptops.
  - ii. Chairs for each computer station. (Have a few extra chairs available if friends or couples want to use the same computer.)
  - iii. Extension cords. (Cords need to be taped to the floor to reduce the risk of someone tripping or stumbling over them.)
  - iv. Plug strips, with enough outlets to plug all the computers in at once.
  - v. A mouse available for each station for an easy alternative to the mouse pad on the laptops.
  - vi. Please note: The Family History Department will not provide items such as computers, projectors, and so on that may be needed for the fair. It is recommended that these items be pooled from other wards or stakes or that participants or presenters bring their own.

## **12. Staffing Needs**

You may want to consider having a few extra people to help run the family history fair. These people could be missionaries, auxiliary presidencies, or individuals with family history callings.

### **12.1 Registration and Check-In**

The hour before the family history fair starts will be a high-traffic time. Make sure you have enough people at registration to help check people in and reduce lines.

### **12.2 Classrooms**

A technical person should be stationed in each classroom where you are showing downloaded content. If something happens to the video, and the feed suddenly ends, you will definitely want someone there with the knowledge to fix the problem and get the session back on track quickly.

### **12.3 Computer Lab**

If you choose to have a small computer lab set up, you will want to station some of your best family history people there to help with one-on-one questions and support. A computer lab is also a great place to send people if they have never created an LDS Account.

### **12.4 Family History Center**

Make sure the family history center directors have the family history fair on their calendars and are able to be there during all hours to help attendees and to promote the services provided at family history centers during the week.

## 13. Evaluations and Feedback

Consider receiving feedback by handing out surveys and collecting them at the end of the fair. A sample evaluation form will be provided on the Organizer's Admin Tool, so be sure to download that version when it is available.

## 14. Resources

### 14.1 Family History Fair Information

- a. Family history fair email support: [familyhistoryfair@familysearch.org](mailto:familyhistoryfair@familysearch.org).
- b. Phone support: Go to [www.contact.familysearch.org](http://www.contact.familysearch.org) to find the phone number for your country and region.
- c. Sign up a stake to host a family history fair at [www.lds.org/hostfair](http://www.lds.org/hostfair).
- d. Access the online planning tool at [www.lds.org/hostfair](http://www.lds.org/hostfair), and choose the Login option on the right side of the screen.

### 14.2 RootsTech Information

- a. For more information about the annual family history and technology conference held in Salt Lake City, Utah, visit [www.rootstech.org](http://www.rootstech.org).
- b. RootsTech email support: [info@rootstech.org](mailto:info@rootstech.org).
- c. Like us on Facebook: <https://www.facebook.com/RootsTech>.
- d. Follow us on Twitter: [@rootstech](https://twitter.com/rootstech).