

Site Selection Committee

Scope:

The Site Selection committee will gather information on potential sites for future stevnes, including information on physical facilities and Norwegian-American resources. They will make a site visit and make a recommendation to the TLSSC at the first meeting in the new calendar year. Upon selection of a site, a member of the committee will act as a liaison between the stevne site and the TLSSC. The committee should consist of 3-5 members, and include one representative from each lag.

Criteria for a Site Selection:

A. Norwegian-American Resources

Potential stevne sites should have sufficient resources for program development, including possible speakers, entertainers, artists, and interesting sites to tour in the vicinity.

B. Facility Requirements

- **Guest rooms:** 75-100 rooms, preferably with private bathroom facilities
- **Parking:** Space for 100+ autos and an area for RV's
- **Meeting rooms:**
 - i. **Genealogy Lab:** Approximately 5,000 square feet, which must be available from Wednesday through Friday (depending on the program schedule). The room must be secure and have adequate lighting, electrical outlets, and high-speed computer access.
 - ii. **Class/Breakout Rooms:** Two or three classrooms available from Wednesday evening through Saturday morning with seating for 30-35 in classroom setup or 40-50 in theater seating. These rooms should be equipped with screen, podium, and microphone.
 - iii. **Large Group Meeting Room:** The meeting room must be large enough to seat 250 in theater style, with podium, microphone, screen, and adequate lighting. **Vendor Space:** Vendor room must be secure with approximately 2500 square feet of floor space and be equipped with tables around the perimeter and adequate lighting.
 - iv. **Banquet and Luncheon Space:** Banquet space to seat 250 in rounds of 8-10 and equipped with podium, adequate lighting, and dance floor. Space for a possible luncheon on Saturday, for 175, from approximately 11:00 am to 1:30 pm.
- **Restaurant:** The restaurant at the facility must be able to accommodate 100-150 for breakfast and noon lunch on Thursday and Friday.

C. **Other:**

The site should provide easy access from the parking lot to the genealogy lab and vendor's display area for moving equipment and materials and for non-ambulatory registrants.