

## Program Sub-Committee: Facilities/Local Arrangements

**Scope:** The Local Arrangements Committee is composed of individuals residing in or near the stevne location community who can assist the stevne planning committee by providing local information and knowledge to facilitate the execution of a successful stevne. They are a "resource" to the stevne committees. They may implement requests and make local arrangements upon request by the various committees that need assistance and contacts.

### Responsibilities:

1. Identify local attractions and resources that would be helpful to the planning committee, especially as planning begins and the theme is identified. Identify university professors and/or administrators that have an interest or background in Norwegian topics. Packets of materials on the area should be secured from the local chamber of commerce or convention bureau of the community.
2. Identify and create a notebook of local genealogical societies, library holdings, university resources, and individuals knowledgeable about Norwegian genealogy for the genealogical committee. Secure information (resource listings, databases, etc.) that would be available. Learn the hours and times that local institutions are open for research by visitors and fees/costs involved.
3. Create a one-page summary of local genealogy resources to be included in the registration packet - due to the Stevne registrar by July 15.
4. Identify the "Norwegian" identity of the community where the stevne is being planned. What are the fylkes represented among the Norwegians in the area, especially learn about communities related to our stevne from Gudbrandsdal, Hedmark, and Trøndelag. Identify the churches in the community with Norwegian background.
5. Stay in communication regularly as requested by TLSSC committees with hotel/convention staff regarding stevne plans.
6. Maintain a watch on road construction, other events simultaneous to the stevne that could impact the convenience of stevne participants and notify the TLSSC. Be alert to other events simultaneous to the stevne that are also be hosted by the conference center or hotel.