

Check list for Ancestry Detectives Meeting

- Contact Guest Speaker to set up date and subject or, contact facility to set up tour - at least a month or more in advance. The sooner the better.
- Have a backup plan in case your speaker cancels at the last minute.** There are plenty of webinars online at Ancestry, FamilySearch, Legacy, and YouTube.
- Get a brief from the speaker on the subject to put on AD web site, or write one yourself regarding the subject matter or facility to tour
- Send a copy of brief to Doug Crosby to put on AD web page and to Bette Stewart for the local newspaper calendar.
- Make sure to include any handouts your guest speaker may have in the brief to Doug Crosby – usually you ask your speaker to send these in an email to you and you can then forward it to Doug along with the brief, dates and subject.
- Check with your speaker to see if they need a projector and/or a laptop computer. We can provide both. If they do need these items please contact Doug Crosby or Bette Stewart (503-873-3444) so we can arrange to borrow these items.
- Let your speaker know that the library has Wi-Fi in case they want to use the internet. Make sure you get the password from the Library.
- Let your speaker know that the Library opens up for us at 9:30 am so that we can set up. Send them directions and the Library address. Plan on meeting them at 9:30 at the Library front doors. If the front doors are not open, go to the staff door on the south front corner to request unlocking.
- A week before the meeting check in with your speaker to make sure they remember and have everything they need.
- We usually try to take our speakers out to lunch afterwards and usually the host pays for that, since the club has no money. But you can ask for contributions from those that go to lunch.
- Get to know your speaker so that you can introduce them at the meeting. While we are trying to keep announcements to the minimum at meeting you may want to ask if anyone has any important announcements that were not in the newsletter or email sent out to all the members.
- After the presentation, please get up and thank the person and start the round of applause.
- Within 10 days after your meeting send a thank you card to the speaker.