



# RootsTech Family Discovery Day

Planning Guide: Level 2



THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

Published by  
The Church of Jesus Christ of Latter-Day Saints  
Salt Lake City, Utah

© 2014 by Intellectual Reserve, Inc.  
All rights reserved.

A service provided by The Church of Jesus Christ of Latter-day Saints.  
Printed in the United States of America

English approval: 9/14  
PD10052502

# Table of Contents

1. Invitation
2. Background
3. Organization
4. Languages Available
5. Resources and Suggestions for the Organizer
6. Something for Everyone
7. Promoting Your Event
8. At the Event
9. Computer Lab
10. Lunch or Light Refreshments (optional)
11. Staffing
12. Follow-Up
13. Need Help?

## 1. Invitation

The Family History Department of the Church (FamilySearch) invites all interested stakes and districts to host a local RootsTech family discovery day. Classes, training, and workshops are provided from the RootsTech conference. Local events may also feature live speakers, presentations, and workshops. (Throughout this document, references to stakes and wards apply also to districts and branches.)

The purposes of local family discovery days are to help the members of the stake find and prepare their own family names for temple work, to enable them to teach their family members how to do the same, to offer family history assistance and training to members of the community, and to share the exceptional content from RootsTech with other family historians in the community.

## 2. Background

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

A RootsTech family discovery day is a remote extension of the RootsTech conference that allows stakes all around the world to share in the great teaching given at RootsTech, enables the accomplishment of local priesthood goals, and hastens the work of salvation on both sides of the veil.

Family discovery day should be educational, fun, and an interactive opportunity for attendees to add names to their family tree and prepare family names for temple ordinances. We suggest that the principles, ideas, and techniques shared in the classes be followed by opportunities for attendees to practice them before they leave. We also suggest that attendees be encouraged to teach someone else what they have learned.

## 3. Organization

Family discovery day should be free of charge and open to the community to attend. Particular attention should be paid to organizing an event that invites those not currently participating in family history to attend. Family members of all ages should be invited to the event.

You can organize a family discovery day at a stake center on a day and time of your choice. Consider the following things as you select the date:

- Choose a day of the week that enables as many members of the stake to attend as possible.
- Choose times that are most convenient for members.
- Do not schedule the event on a holiday or the day of a major local event.
- Choose a length of time that allows members to come and learn but does not take too much time away from family needs. We recommend a half-day event.
- Select a date that allows you and your committee ample time to review content from the RootsTech conference and then to prepare for your own event. RootsTech class materials should be available within a week of the live RootsTech conference in Salt Lake City.

## 4. Languages Available

Selected RootsTech classes, websites, and promotional materials will be available in English, Spanish, Portuguese, German, Italian, Chinese, French, Japanese, and Korean.

You are welcome to hold your event in your primary language, but if it is not one of the nine languages listed above, you will need to provide translation or interpretation of the RootsTech content and materials.

## 5. Resources and Suggestions for the Organizer

Visit [lds.org/planfair](https://www.lds.org/planfair) to access all of the resources we provide for planning and holding your event.

You, the organizer, may delegate tasks to other members of your planning committee. We recommend that you counsel with your committee as you choose RootsTech classes to show at your event.

We recommend that you download to a hard disk, and copy to a CD or flash drive, all of the RootsTech content that you will use at your event—well in advance—in order to avoid any technical problems at the event.

You can manage registration for the event by making lists on paper or by asking participants to sign up online at [lds.org/familyhistoryday](https://www.lds.org/familyhistoryday). For example, you may ask each ward to circulate sign-up sheets in the Sunday meetings of the Relief Society, Young Women, and priesthood organizations and to the teachers in Primary. If you use the online registration system, you can see participants' names at the Participant List link on the Event Manager Tool web page.

You may distribute promotional materials to ward buildings and local community locations. Contact the bishop in each ward and ask for his support in notifying the members of his ward about family discovery day well in advance.

## 6. Something for Everyone

We suggest making your event a family event. Incorporating families into your family discovery day allows everyone in the stake to participate in the blessings of family history. Providing age-appropriate activities makes it easier for all members to choose to attend.

- Schedule into your event some activities that entire families can do together and other activities that are structured by age group, such as children under 3, children ages 3–7, children ages 8–11, youth, and adults.
- Remember that the learning objectives for each group are different.
  - For children age 7 and under, introduce the basic doctrine and images of family history, such as families, parents and grandparents, baptism, and temples where they can someday be baptized and perform other sacred ordinances for family members who died without receiving these blessings. Tell them stories about family heritage, and help them understand the concept of a family tree. Encourage them to move and be active through activities.

- For children ages 8–11, continue teaching the basic doctrine of family history, and have activities that let them interact with the tools and materials they might eventually use to discover and record their own family history.
- Teach youth and adults how to do various aspects of family history. Teach them how to use the tools available to research their own family tree and take those names to the temple. You can also teach people to index and otherwise assist in preparing records that will help others discover their family history.
- Ideas for children’s activities can be found at [lds.org/topics/family-history/host-a-family-history-event/activities-for-children](https://www.lds.org/topics/family-history/host-a-family-history-event/activities-for-children).
- Ideas for youth-oriented activities can be found at [lds.org/topics/family-history/host-a-family-history-event/youth-family-history-events](https://www.lds.org/topics/family-history/host-a-family-history-event/youth-family-history-events).

As you select time and content, create a schedule that meets the needs of your attendees. Below is a rough schedule you can use to help you shape your event.

Time	Chapel	Cultural Hall	Relief Society Room	Family History Center	Primary Room
Hour 1	Welcome by the stake president to all participants				
Hour 2	Opening keynote address from RootsTech				
20 minute break					
Hour 3	Living Memory class		General genealogy class		Children’s activities
Hour 4	FamilySearch Basics class or local speaker	Assistance inputting <i>My Family: Stories that Bring Us Together</i> booklet	General genealogy class	Assistance inputting <i>My Family: Stories that Bring Us Together</i> booklet	Children’s activities
Hour 5		Assistance inputting <i>My Family: Stories that Bring Us Together</i> booklet		Assistance inputting <i>My Family: Stories that Bring Us Together</i> booklet	

Providing recorded classes from the RootsTech conference and live classes taught by local enthusiasts will bring a perfect balance to your family discovery day. Visit [lds.org/topics/family-history/host-a-family-history-event/admin/video-links](https://www.lds.org/topics/family-history/host-a-family-history-event/admin/video-links) to download recorded classes.

## 7. Promoting Your Event

We provide a promotional kit with communication materials that you can adapt to fit your event at [lds.org/topics/family-history/host-a-family-history-event/promo-kit-and-communication-materials](https://www.lds.org/topics/family-history/host-a-family-history-event/promo-kit-and-communication-materials). Following is a sample list of the materials available to you and the suggested quantities of each item to order:

- Large meetinghouse poster, 24 x 32 inches (61 x 82 cm)—quantity 10
- Small meetinghouse poster, 12 x 18 inches (31 x 46 cm)—quantity 10

- Community poster, 12 x 18 inches (31 x 46 cm)—quantity 10
- Half-page church flyer, 5½ x 8½ inches (14 x 22 cm)—quantity 1,000
- Half-page community flyer, 5½ x 8½ inches (14 x 22 cm)—quantity 500
- Welcome-event posters, 12 x 18 inches (31 x 46 cm)—quantity 3

Hosting a local family discovery day can be a great way to reach out to individuals in the community who are not of our faith. Be sure to let people know that all ages and backgrounds are welcome.

Think of community locations where you could display a flyer or poster on a bulletin board. Consider libraries, post offices, banks, restaurants, grocery stores or markets, and municipal buildings.

Some areas have local genealogical societies. Consider contacting them and hosting the family discovery day together.

Follow these steps as you promote your event:

1. Schedule the family discovery day on the stake calendar, and schedule the stake center for that day.
2. Inform family history consultants, indexing directors, and family history center directors about the event.
3. Ask bishops and branch presidents to announce the family discovery day in their wards and branches.
4. Display the small meetinghouse poster from the promotional kit at local family history centers.
5. Encourage participants to invite family members, friends, and neighbors to attend the event.

## 8. At the Event

For each room used for a class, presentation, or workshop, you generally need the following: a computer (ideally with Windows 7 or higher; laptops are easiest to set up), a projector or television, a screen or large white wall, a microphone or podium, and Internet access.

In addition, consider the following:

- Enough chairs need to be set up for attendees to join each class.
- Windows might need to be covered to allow clear viewing of presentations and computer screens and to prevent sunlight from inconveniencing class participants.

Place the following signs at the building:

- Classroom signs—On or near the door of each room used for your event, place a schedule of the classes to be held there, showing the times and subjects.
- Welcome signs—The promotional kit includes welcome-event posters you can print or download for local printing. Place these signs on or near the main entrance doors.

Prepare handouts. Handouts are available for most of the classes from the RootsTech conference. You may make copies of RootsTech handouts only for the participants at your family discovery day. *Please announce that RootsTech materials must not be copied or distributed except as part of the family discovery day.*

Set up registration tables near the main entrance to your facility. Consider displaying the day's schedule near the registration tables.

As participants check in, mark on your paper list or in the online Participant List that they have arrived.

## 9. Computer Lab

If you choose to have a computer lab at the event to assist participants, then equipment such as computers and projectors needs to be provided by the wards, the stake, participants, or presenters. In addition, you will need the following:

- Long tables to hold the computers.
- Chairs at each computer station for participants and their family members.
- Plug strips or surge protectors with enough outlets for all of the computers and any other equipment.
- Cords taped to the floor to reduce the risk of tripping.
- A mouse available for each computer.

Ask the family history consultants to be present to answer questions and to set up FamilySearch Accounts for participants.

## 10. Lunch or Light Refreshments (optional)

You may want to provide a lunch, invite participants to bring their own lunch, or serve light refreshments. When lunch is charged to participants, you can collect only the cost of goods to provide it.

## 11. Staffing

You may want the assistance of a few missionaries, auxiliary presidencies, or individuals with family history callings to help run the family discovery day

Make sure that each presenter is familiar with the content of the class and knows how to get the recorded videos either from the hard disk in the computer or from the CD or flash drive where you stored them.

Family history center directors should be available throughout the event to help participants and to promote the services provided at family history centers.



## 12. Follow-Up

Consider follow-up activities to your family discovery day, such as the following:

- Use RootsTech classes that were given by General Authorities but were not presented at your event as the foundation for church lessons or devotionals in the weeks following your event. *RootsTech classes that were not given by General Authorities of the Church must not be used except as part of the family discovery day.*
- Register and hold a youth event, using the youth ideas for a weeknight activity, youth conference, or devotional.
- Hold additional small events or classes at local family history centers. Invite those who did not attend the family discovery day, or use the classes as a follow-up to the family discovery day.
- Schedule a temple trip, and encourage members to take the names they found at family discovery day or shortly after to the temple to perform ordinances for those family members.

## 13. Need Help?

If you need more information or have questions about family discovery day, visit [lds.org/planfair](https://www.lds.org/planfair) or send us an email at [FamilyHistoryFair@FamilySearch.org](mailto:FamilyHistoryFair@FamilySearch.org).