

GROUP SIGN-IN

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FHC GROUP RESERVATION

RECORD OF ORIGINAL CALL: TIME: _____ DATE: _____
 FHC staff member taking call: _____

- Person responsible for group: _____
- Phone: _____ Ward: _____ Stake: _____
- Type of group: _____ (young women, young men, scouts, primary, achievement day girls, relief society, elders, high priests, family history class, Family History Center class). **Number of people in group:** _____
- What does group want to learn?
 - Tour the Family History Center
 - The purpose of family history
 - PAF (using Personal Ancestral File)
 - Using the Computer for family history (family history programs and the internet)
 - Checking for temple ordinance dates
 - Preparing names for the temple (TempleReady)
 - Research basics
 - Organization
 - Other: _____
- Group will need:
 - A Family History Center instructor
 - The downstairs classroom
 - The computer projector
 - The overhead projector
 - Computers (4 max, unless more are available)
 - Other: _____

PLEASE REMIND THE CALLER TO:

- Bring a pedigree chart or a family group sheet with names of deceased ancestors, if possible.
- Prepare the group to act appropriate & be respectful to teachers & equipment.

KT

RESERVATION:

Day of the week: _____
DATE: _____ **TIME:** _____

FHC STAFF:

- **RECORD THIS GROUP'S RESERVATION!**
- File this reservation by month and day in the binder.
- Check that no other groups are scheduled within 1 ½ hours.
- Call Group Reservations Coordinator with this information, Kristie Teames (489-7918) Please leave a message