

**ONTARIO GENEALOGICAL SOCIETY CONFERENCE/ MAY 13 TO 16, 2010
VOLUNTEER INFORMATION FORM**

Name _____

Address _____

Phone (day) _____

(eve) _____

(cell) _____

E-mail (print clearly) _____

Special skills:

Computer—

- word processing
- database design/entry
- web design/coordination
- PowerPoint
- audio visual set-up

Other Skills—

- project management
- graphic design/ desktop publishing
- public relations
- public speaking
- other (specify) _____

Administrative—

- minute taking
- letter writing
- bookkeeping/accounting
- general organization

Time availability:

I'd like to be in on the planning and organizing as soon as you're ready for me.

I'm really tied up with other commitments until (insert date) _____.

I'd like to help on the seminar weekend only.

Committee meeting time preference: day / evening / either

I'd be willing to chair a committee, if needed.

I'd like to serve on a committee, but please don't ask me to chair it.

POTENTIAL JOBS/COMMITTEES: (Circle one or more that might interest you.)

Finance committee

Registration committee

Registrant packages

Publicity and advertising

Web site committee

Program planning

Program coordination

Pre-conference event planning/coordination

Production of syllabus

Audiovisual committee

Menu planning

Marketplace committee

Banquet committee

Tours planning

Research room committee

Signage committee

Sponsorship committee

other (please specify) _____

Other volunteers to be contacted:

Please e-mail completed form to: info@torontofamilyhistory.org

or mail to "Conference 2010", OGS Toronto Branch, Box 518, Station K, Toronto, ON M4P 2G9