



The League of Historical Societies of New Jersey

Box 6125, Bridgewater, New Jersey 08807

GUIDELINES FOR SOCIETIES THAT ARE HOSTING LEAGUE MEETINGS

SCHEDULE

NORTHERN: a Saturday in the fall
CENTRAL: a Saturday in the spring
SOUTHERN: a Saturday in the winter

Send a letter of invitation to the League President (Jane McNeill; jnmcneill@aol.com); 732-832-1878.
. Include the date of the meeting. It is preferred to schedule meetings two years in advance.

2. Plan the meeting. Usually 80 to 120 delegates attend, with the lesser number in the far north or far south.

9:15 a.m. REGISTRATION:

Please have: Name tags prepared in advance

Coffee (regular and decaf), tea, Danish/donuts, or the like for the delegates when they arrive

Several tables for your own publications and for those of the League

Parking areas identified

Please consider preparing a packet for each delegate; this is a chance to promote your organization and your part of New Jersey.

9:45 a.m. WELCOME: A short greeting by the host society and/or mayor, freeholder, etc.

10:00 a.m. LEAGUE BUSINESS MEETING: A podium and microphone are required.

11:00 a.m. BREAK

11:15 a.m. HOST PROGRAM: Usually the program consists of a speaker, slide talk, or film. Consider highlighting a successful activity or unique project of your organization, or a topic of broad concern in the area of preservation, membership development, insurance, fundraising, or education. Be specific, as others may want to follow your lead; brag a little.

12:15 p.m. LUNCH: May be a buffet, sit-down meal, or box lunch. Keep in mind that the delegates are usually paying their own way and often have brought guests. Try to hold down costs.

1:15 p.m. PROGRAMS AND/OR TOURS: Now is the time to show off your facilities and local history with walking/car/bus tours or other presentations. Guides/docents should be provided and maps would be helpful for car tours. If you have a museum/gift shop, perhaps it could be open; this is the perfect audience for your wares.

3. Invite your regional vice-president (your VP's contact information is enclosed) to one of your agenda planning meetings for assistance and approval of your final agenda.
4. Send all information about your meeting to the newsletter editor **at least two months in advance** so that it may be included in the next issue. Include:

Program agenda

Written directions that you have driven and checked, as well as a map to the site

Registration form with space for the delegate's name, address, phone number and email address (if any), as well as the number of people attending, cost per person, and total amount remitted. Include to whom checks should be made payable and the place to which the registration should be mailed.

Deadline for registration

Telephone numbers for information ahead of time and a number for the day of the event.

The name and phone number of a nearby hotel, motel, or bed-and-breakfast.

NOTE: When figuring the cost, please include only the morning refreshments and lunch (and bus, if necessary). Any other costs should be waived as a courtesy to the League and its delegates.

Mail, or email if possible, all of the above to:

Linda J. Barth, Newsletter Editor
214 North Bridge Street, Somerville, New Jersey 08876
908-240-0488; barthlinda123@aol.com

5. The return registration forms should be given to the League membership chairman at the end of the meeting, or shortly thereafter.