

## Planning Your MOMS Installation Meeting

Meeting Goal: Last opportunity to bring together MoMS venues for

- ◆ Brainstorming and networking with other venues, project participants

- ◆ Face to face dialogue with project scholar
- ◆ Confirming Project Logistics

Timeline: 7-8 hours of meeting time (including breaks and lunch)

Meeting Location: First venue on your state tour

Successful formats: A. Assemble night before for informal group dinner, meet following day 8:30-4:00

B. Meet from 9:00-5:00 in one day; allow for those traveling long distances to stay overnight

### NECESSARY AGENDA ITEMS:

Time Needed	Item	AV Requirements	Person Responsible	Pointers
10-15	Welcome/Introductions and re-introductions	None	PO	Have updated listing of all meeting participants with contact info
90-120	Installation and De-installation/Tour Schedule/Logistics/Shipping	None	MOMS Staff	Hands-on training; have exhibition area cleared and ready for installation; have exhibition crates ready for unpacking (but don't unpack them yet)
45-60	Lunch	TBD	PO	Good opportunity for fun activity
60-75	Program Brainstorming	Black board, Flip chart	PO/MOMS Staff/Scholar/Everyone	Reports from venues of their program plans, brainstorming, review humanities resources with scholar
15	Public Relations	CD/Cassette player/LCD	MOMS/PO or SHC PR staff	Review MOMS PR materials, discuss strategic use of resources, show national, state and local project websites, review state council PR efforts
10-15	Grant Program/Funding Sources	TBD	PO	Follow-up discussion on opportunities/requirements for state council grants to venues
15	Evaluation Requirements	None	MOMS/PO	Discussion Close out Report, state council reporting requirements
10	Legislative Relations	None	PO/MOMS Staff	Explain legislative communications strategy; signing of group letters
15 each	Am and PM Break	TBD	PO	Opportunity to showcase specific project or resource: clip from video, surf web sites, etc.

**TIME SUBTOTAL TIME 4.5-5.5 Hours**

### OPTIONAL AGENDA ITEMS (Select one or two that fit state council objectives and needs/interests of venues):

Time Needed	Item	AV Requirements	Person Responsible	Pointers
25-30	Tech. Assist: Working with Teachers	Materials as described in exhibit	PO/MOMS Staff or Teacher consultant	Strategies for reaching teachers and classes; work through MOMS lesson plan—group activity

		lesson plans		
20-25	Tech Assist: Docent Training	None	PO/MOMS Staff or Museum consultant	Review of docent guide—group activity
<b>TIME SUBTOTAL: .75-1.0 Hour</b>				
<b>TOTAL TIME: +/- 8 Hours (allowing for schedule adjustments)</b>				

A couple of pointers:

- This will probably be the last time that you'll have everyone together again for the project, so take advantage of the "collective mind" to have plenty of time for sharing and exploring program ideas. The sites that are first on the tour should have some specific programs plans in place that they should share with everyone else; the sites at the end of the tour will suddenly be paying close attention! Have them come prepared and ready to share. This will give you (and the MOMS team representative) an opportunity to get a handle on all the program plans in place--which is helpful for MOMS tracking of the tour in your state.
- For the same reasons as above--utilize your scholar as much as possible. At the program planning meeting, it's not unusual for people to have felt intimidated by your project scholar, but by the installation meeting, they'll be hanging on to his/her every word and asking all kinds of questions. If your scholar can come prepared with info on resources (books, films, program ideas) that will surely help. It may be info that you've already given them--that's OK, give it to them again. You'll find that once people see the exhibition, they're suddenly aware that they need to get their program plans in gear! (Urgency is a good motivator)
- Before you set the agenda for the meeting, take time to review and assess the new docent training and teacher education resource guides for your exhibition. They're really excellent and very user-friendly. Think about how you can best utilize these new resources in your meeting. Consider introducing people to the docent guide by doing a mock run-through of a couple of the kiosks, talk about using docents and volunteers when the exhibition comes to their town. Or, go through one of the lessons in the teacher's guide and talk about ways they can use the guide to promote the project to area schools.
- Take lots of pictures. Also, this is a good opportunity to invite the press to the meeting--good photo opportunity for them and good publicity for the tour.
- Don't forget to have everyone sign the congressional letters and send copies to Esther Mackintosh at the Federation office. Templates of the letters are in your binder and on the MOMS website. Spend time talking about how to bring in legislators (local, state, federal) to participate in the exhibition openings and subsequent program events.
- If possible, arrange to have representatives from the tour sites attend the opening event at the first venue. Use it as a PR opportunity for the statewide tour; introduce them at the opening.