

Museum on Main Street **Three-Year Project Calendar** **2008 Tour of *New Harmonies***

The following calendar can help guide the administration of ***New Harmonies*** in your state for an opening in March 2008 (Tennessee, Utah, Kentucky) or April 2008 (Louisiana, Virginia). Please confirm your specific opening date with Terri Cobb, MOMS registrar.

Year 1 (2006)

- Attend National Orientation Meeting (February 6-7, 2006)
- Identify State Project Scholar(s)
- Organize State Committees/Initiatives
- Develop Grantmaking Strategy
- Issue Call for Applicants
- Visit Communities
- Select Participating Rural Communities
- Send First Council Letter to Congressional Members
- Initiate Statewide Fund Raising
- Plan Marketing and Publicity Strategies

Year 2 (2007)

- Confirm Itinerary of Exhibition Tour (by March 2007)
- Sign SITES contract
- Meet with Participating Communities
- Develop In-state Shipping Plan
- Attend National Program Meeting (April/May 2007)
- Apply for and receive first Community Assistance Subsidy
- Write first Group Letter for Congressional Members (sign at State Program Workshop)
- Host State Program Workshop (August/September 2007)
- Monitor Activities of State Committee
- Continue Fundraising as Needed
- Provide state funding credit line to SITES for inclusion on exhibition credit panel (by December 2007)
- Implement Marketing Strategies

Year 3 (2008)

- Make Supporting Grants
- Exhibition Arrives In-state: March 10-11, 2008 (TN, UT, KY) or April 7-8, 2008 (LA, VA)
- Write second Group Letter for Congressional Members (sign at Installation Workshop)
- Host Installation Workshop at First Venue: March 12, 13, or 14, 2008 (TN, UT, KY) or April 9, 10, or 11, 2008 (LA, VA)
- Exhibition Opens and Tour Begins: March 15, 2008 (TN, UT, KY) or April 12, 2008 (LA, VA)
- Apply for and receive second Community Assistance Subsidy
- Implement State Marketing and Publicity
- Continue Statewide Project Initiatives
- Exhibition Tour Ends: December 28, 2008 (TN, UT, KY) or January 25, 2009 (LA, VA)
- Exhibition Shipped back to Washington, DC: week of December 29, 2008 (TN, UT, KY) or week of January 26, 2008 (LA, VA)
- Send Second Council Letter to Congressional Members
- Oversee completion and submission of Local Close-Out Reports (within 6 weeks after closing at each venue)
- Complete Federation Close-Out Report