

Museum on Main Street
Three-Year Project Calendar
2010 Tour of *Journey Stories*

The following calendar can help guide the administration of ***Journey Stories*** in your state for an opening in May 2010 (Idaho, Minnesota, Washington) or June 2010 (Missouri, Tennessee). Please confirm your specific opening date with Terri Cobb, MOMS registrar.

Year 1 (2008)

- Attend National Orientation Meeting (new state coordinators only) (April 30, 2008)
- 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 (2009)

- Confirm Itinerary of Exhibition Tour (by May 2009)
- Sign SITES contract
- Meet with Participating Communities
- Develop In-State Shipping Plan
- Attend National Program Meeting (April/May 2009)
- Apply for and Receive First Community Assistance Subsidy & Services Allowance (CASSA)
- Write first Group Letter for Congressional Members (sign at State Program Workshop)
- Host State Program Workshop (August/September 2009)
- Monitor Activities of State Committee
- Continue Fundraising as Needed
- Provide state Funding Credit Line to SITES (for inclusion on exhibition credit panel (by Feb. 2009)
- Implement Marketing Strategies

Year 3 (2010)

- Make Supporting Grants
- Exhibition Arrives in-State: May 24-26, 2010 (ID, MN, WA) or June 21-23, 2010 (MO, TN)
- Write second Group Letter for Congressional Members (sign at Installation Workshop)
- Host Installation Workshop at First Venue: May 26, 27 or 28, 2010 (ID, MN, WA) or June 22, 24 or 25, 2010 (MO, TN)
- Exhibition Opens and Tour Begins: May 29, 2010 (ID, MN, WA) or June 26, 2010 (MO, TN)
- Apply for and Receive Second Community Assistance Subsidy & Services Allowance (CASSA)
- Implement State Marketing and Publicity
- Continue Statewide Project Initiatives
- Exhibition Tour Ends: March 6, 2011 (ID, MN, WA) or April 3, 2011 (MO, TN)
- Exhibition Shipped Back to Washington, DC: week of March 7, 2011 (ID, MN, WA) or week of April 4, 2011 (MO, TN)
- 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

