

Museum on Main Street Three-Year Project Calendar 2007 Tour of *Key Ingredients*

The following calendar can help guide the administration of ***Key Ingredients*** in your state for an opening in May, 2007 (Michigan, Minnesota, Ohio) or June, 2007 (New Mexico, Maryland).

Year 1 (2005)

- Attend National Orientation Meeting (February 2-3, 2005)
- Identify State Project Scholar(s)
- Develop Grantmaking Strategy
- Select Participating Rural Communities
- Issue Call for Applicants
- Visit Communities
- Organize State Committees/Initiatives
- Send First Council Letter to Congressional Members
- Initiate Statewide Fund Raising
- Plan Marketing and Publicity Strategies

Year 2 (2006)

- Confirm Itinerary of Exhibition Tour (by March, 2006)
- Sign SITES contract
- Meet with Participating Communities
- Develop In-state Shipping Plan
- Attend National Program Meeting (by March, 2006)
- Apply for and receive first Community Assistance Subsidy
- Write first Group Letter for Congressional Members (sign at State Program Workshop)
- Host State Program Workshop (September, October or November 2006)
- Monitor Activities of State Committee
- Continue Fundraising as Needed
- Provide state funding credit line to SITES for inclusion on exhibition credit panel (by February, 2007)
- Implement Marketing Strategies

Year 3 (2007)

- Make Supporting Grants
- Exhibition Arrives In-state: May 21-22, 2007 (MN, MI, OH) or June 18-19, 2007 (NM, MD)
- Write second Group Letter for Congressional Members (sign at Installation Workshop)
- Apply for and receive second Community Assistance Subsidy
- Host Installation Workshop at First Venue: May 23, 24 or 25, 2007 (MN, MI, OH) or June 20, 21, 22, 2007 (NM, MD)
- Implement State Marketing and Publicity
- Exhibition Opens and Tour Begins: May 25, 26 or 27, 2007 (MN, MI, OH) or June 22, 23 or 24, 2007 (NM, MD)
- Continue Statewide Project Initiatives
- Exhibition Tour Ends: week of March 10th, 2008 (MN, MI, OH) or week of April 7th, 2008 (NM, MD)
- Exhibition Shipped back to Washington, D.C.: week of March 17th, 2008 (MN, MI, OH) or week of April 14th, 2008 (NM, MD)
- 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