

Museum on Main Street Three-Year Project Calendar 2008 Tour of *Key Ingredients*

The following calendar can help guide the administration of ***Key Ingredients*** in your state for an opening in May 2008 (Georgia, New Jersey, and Washington) or June 2008 (South Carolina, Hawaii).

Year 1 (2006)

- Attend National Orientation Meeting (February 6-7, 2006)
- 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 (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 (by March 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 (September, October, or November 2007)
- Monitor Activities of State Committee
- Continue Fundraising as Needed
- Provide state funding credit line to SITES for inclusion on exhibition credit panel (by February 2008)
- Implement Marketing Strategies

Year 3 (2008)

- Make Supporting Grants
- Exhibition Arrives In-state: May 26-27, 2008 (GA, NJ, WA) or June 23-24, 2008 (SC, HI)
- 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 28, 29, 30, 2008 (GA, NJ, WA) or June 25, 26, 27, 2008 (SC, HI)
- Implement State Marketing and Publicity
- Exhibition Opens and Tour Begins: May 31, 2008 (GA, NJ, WA) or June 28, 2008 (SC, HI)
- Continue Statewide Project Initiatives
- Exhibition Tour Ends: March 15, 2009 (GA, NJ, WA) or April 12, 2009 (SC, HI)
- Exhibition Shipped back to Washington, D.C.: week of March 16, 2009 (GA, NJ, WA) or week of April 13, 2009 (SC, HI)
- 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