

## **Museum on Main Street Three-Year Project Calendar 2011 Tour of *Key Ingredients***

The following calendar can help guide the administration of ***Key Ingredients*** in your state for an opening in October 2011.

### **Year 1 (2009)**

- New State Coordinators participate in on-line orientation training (March-April, 2009 or scheduled as needed)
- 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 (2010)**

- Confirm Itinerary of Exhibition Tour (April, 2010)
- Sign SITES contract
- Meet with Participating Communities
- Develop In-state Shipping Plan
- Attend National Program Meeting (September, 2010)
- Apply for and receive first Community Assistance Subsidy
- Write first Group Letter for Congressional Members (sign at State Program Workshop)
- Host State Program Workshop (October, 2010-April, 2011)
- Monitor Activities of State Committee
- Continue Fundraising as Needed
- Provide state funding credit line to SITES for inclusion on exhibition credit panel (December, 2010)
- Implement Marketing Strategies

### **Year 3 (2011)**

- Make Supporting Grants
- Exhibition Arrives In-state: October 17-18, 2011
- 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: October 19-21, 2011
- Implement State Marketing and Publicity
- Exhibition Opens and Tour Begins: October 22, 2011
- Continue Statewide Project Initiatives
- Exhibition Tour Ends: August 5, 2012
- Exhibition Shipped back to Washington, D.C.: week of August 6, 2012
- 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