

# ***Museum on Main Street***

## **OVERVIEW Evaluation & Close-Out**

### **Close-Out Forms**

Each host site is required to complete a Close-Out report as part of their participation with Museum on Main Street. A copy of the Close-Out report is included here. This form was developed in concert with state humanities council personnel and in most cases it suffices for state councils' evaluations as well, thus streamlining the reporting required by each exhibition host. Museum on Main Street state coordinators are encouraged to review the Close-Out form to see if it fulfills their reporting requirements as well, so as to avoid duplication.

Within six (6) weeks of each venue's close of its exhibition stay, one copy of the Close-Out report (with attendant attachments) must be sent to:

Terri Cobb  
SITES  
A & I Building  
900 Jefferson Dr., SW  
Suite 1271, MRC 465  
Washington, DC 20560

Experience shows that local community hosts are well served by keeping multiple copies of their original press clippings, program announcements, photographs and other project products. Many host communities have created project scrapbooks that help the organization in future fund raising and advocacy efforts.

### **Federation Evaluation**

At the conclusion of your state's Museum on Main Street tour, you should complete the state close-out form and return it to the Federation of State Humanities Councils at the following address:

Attn: Esther Mackintosh  
Federation of State Humanities Councils  
1600 Wilson Blvd., Suite 902  
Arlington, VA 22209

This form helps us ensure that the project is helping state councils achieve their in-state objectives and assists in our ability to document and quantify the project's national reach and impact.