



Museum on Main Street Checklist

Please use the following checklist as a guide to important events/requirements for hosting the MoMS *Journey Stories* exhibit.

- Attend Statewide Training Meeting (August 11-12, 2011)
- Submit Initial Cash Request
- Begin Planning Public Programs and Exhibit Logistics
- Submit Event Listing Form(s)
A separate event listing form must be submitted for EACH scheduled public program
- Attend installation workshop at first host site (May 2012 – Plant City)
- Submit Exhibit Close-Out Report – *TWO copies sent to FHC within three weeks of exhibition closing*
Close-Out Report must include TWO copies of any publicity, media coverage, and/or photos taken during the programs/exhibition in addition to TWO copies of any materials (i.e. fliers, brochures, posters) used to promote and host the exhibit and complementary programs.
- Submit Project Director's Final Report & Final Cash Request – *TWO copies sent to FHC within 60 days of contract end-date*

NOTE: No reports should be sent to the Smithsonian Institution and all reports should be completed electronically using the FHC forms found at www.flahum.org/MoMS (click on forms & resources).

Please send all items to:

Alex Buell

Program Coordinator

Florida Humanities Council

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