

# Maine Community Heritage Project Calendar - 2011

## JUNE – JULY

- Ongoing phone/email contact with MHS
- Complete paperwork
- RSVP to Orientation (including lodging needs)
- Assemble/purchase scanning station
- Identify 3-5 items from collection to bring to Orientation

## JULY 21-22: MANDATORY ORIENTATION

at MHS in Portland

- Team Introductions
- Program Overview
- What is Good History?
- Project Administration; Planning, Roles, Responsibilities
- Veteran Panelists
- Introduction/Training: Maine Memory Network

## AUGUST

- First official team meeting (*facilitated by MHS*)
- Local team/project planning
- Team roles and responsibilities
- Plan community conversation about town's history
- Building a website (intro)
- Initial discussion of themes/items to digitize
- Tour historical society facility

## SEPTEMBER

- Second team meeting (*facilitated by MHS*)
- Community conversation event (*attended by MHS*)
- Develop list of community resources
- Discuss exhibit topics; select items to digitize
- **Deadline 9/30:** list of first 25 items to catalog/scan
- **Deadline 9/30:** list of community resources

## OCTOBER

- Third team meeting (*co-facilitated by MHS*)
- Digitizing and cataloging
- Prepare outline of narrative
- Develop preliminary list of exhibits
- **Deadline 10/30:** first 20-25 items on MMN
- **Deadline 10/30:** outline of narrative
- **Deadline 10/30:** list of five exhibits

## NOVEMBER

- Fourth team meeting (*attended by MHS*)
- Review narrative outline and exhibits plan
- Discuss writing for the web and storyboarding
- Digitizing and cataloging
- **Deadline 11/30:** total of 40-50 items on MMN

## DECEMBER

- Fifth team meeting
- Digitizing and cataloging
- Work on narrative and exhibits
- Work on storyboard for one exhibit
- Prepare for January training presentation
- **Deadline 12/15:** total of 60-75 items on MMN

## JANUARY 12: MANDATORY MID-YEAR TRAINING

at MHS in Portland (Snow date: January 19)

- Teams present overview of narrative, storyboard for one exhibit, and five digitized items
- Training on building the web site and web pages
- Teams assemble storyboarded exhibit online

## JANUARY

- Sixth team meeting
- Digitizing and cataloging
- Work on narrative and exhibits
- Prepare workshop presentation (if meeting prior to 1/12)
- **Deadline 1/6:** Storyboard for one exhibit prepared
- **Deadline 1/31:** Narrative draft due

## FEBRUARY

- Seventh team meeting (*attended by MHS*)
- Digitizing and cataloging
- Work on exhibits
- Celebration planning begins
- Website mapping
- **Deadline 2/28:** 2 exhibits completed
- **Deadline 2/28:** total of 85-100 items on MMN

## MARCH

- Eighth team meeting
- Review narrative; work on exhibits; digitizing, etc.
- Begin website construction
- **Deadline 3/31:** 4 exhibits completed
- **Deadline 3/31:** total of 110-125 items on MMN
- **Deadline 3/31:** narrative in final form

## APRIL

- Ninth team meeting
- Continued work on websites, exhibits; digitizing
- Celebration planning continues
- **Deadline 4/30:** All exhibits complete
- **Deadline 4/30:** total of 135-150 items on MMN
- **Deadline 4/30:** Preliminary website (with placeholders)

## MAY

- Tenth team meeting (*attended by MHS*)
- Present and review website
- Celebration planning review
- Loose ends/Year-in-review
- Planning for the future
- **Deadline 5/15:** Website complete

## JUNE

- Local Celebrations (attended by MHS)
- Public Website Launch: June 1