

MUSEUM on Main Street

Close-out Report

Note: To use the e-mail, print, or save buttons at the end of this form to submit your response, please save this PDF file to your computer and open the file in Adobe Reader before completing the form. For best results, do not complete the form in your web browser unless Adobe Reader is enabled as the default PDF viewer in your browser settings.

Please take a few minutes and answer the following questions at the conclusion of your hosting of the exhibition. This information helps us analyze the impact of the Smithsonian traveling exhibition and related humanities programs. The long-term success of this project is dependent on your examples of programs, locally produced exhibitions, and other activities that happen in your community. Please email newspaper clippings, photographs of memorable moments and other printed materials associated with your hosting of this exhibition. We especially appreciate photographs of visitors to humanities programs and the exhibition, as well as photographs of your own locally produced exhibition.

Please return the completed form and the enclosures per email or postal mail to Terri Cobb, MoMS registrar, within three weeks of the exhibition's closing (submission options listed at the end).

ORGANIZATIONAL PROFILE

MoMS Exhibition: _____

Opening Date: _____ Closing Date: _____

Name of Host Organization: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone Number: _____

Type of host organization:

Museum Library Historical Organization / Society Community Center

School / College Other: _____

Sq. Ft. of available exhibition space (temporary or permanent): _____

Total population of your town: _____

Number of paid staff: _____, equal to _____ full time equivalent (fte)

Number of volunteer staff: _____, equal to _____ full time equivalent (fte)

LOCAL STORY / PROJECT SCOPE

How does your community's local history and culture compliment the national story represented in the MoMS exhibition?

In one or two sentences, describe your local story presented in your local exhibition and ancillary programs?

Will your companion exhibition be a permanent addition to the museum?

Yes No

Ancillary Programs

Please check what type of ancillary activities and programs that were developed to augment the Museum on Main Street exhibition. Indicate estimated attendance for each.

Activity	Attendance / Participation
<input type="checkbox"/> Local Exhibition (title: _____)	_____
<input type="checkbox"/> Speakers Bureau / Discussion program	_____
<input type="checkbox"/> Off site programs (e.g. in neighboring cultural organizations)	_____
<input type="checkbox"/> Reading discussion programs	_____
<input type="checkbox"/> Chautauqua	_____
<input type="checkbox"/> Photo contests	_____
<input type="checkbox"/> Student projects (contests, reading programs, etc.)	_____
<input type="checkbox"/> Festivals/openings	_____
<input type="checkbox"/> Radio/TV program	_____
<input type="checkbox"/> Musical performance	_____
<input type="checkbox"/> Craft demonstrations	_____
<input type="checkbox"/> Storytelling	_____
<input type="checkbox"/> Oral history workshops/projects	_____
<input type="checkbox"/> Preservation workshops	_____
<input type="checkbox"/> "How to . . ." workshops	_____
<input type="checkbox"/> Film festival / video discussion programs	_____
<input type="checkbox"/> Other (please describe: _____)	_____
Total ancillary attendance / Participation:.....	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

ORGANIZATIONAL / PROFESSIONAL DEVELOPMENT

Please indicate if the following workshops were helpful or not and explain why.

	Yes	Did not Attend	No	(please explain:)
Program Planning Workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
MoMS Installation Workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

Please check all that apply:

The participation in this project....

- ...improved professional practices among staff.
- ...increased knowledge of educational practices.
- ... provided ideas for new exhibition techniques within the organization
- ...Enabled research of local history in new ways.
- ...added new objects to the permanent collection.

Project Partners

Did other local organizations collaborate with you in support of this project? If so, please list.

Yes No

COMMUNITY IMPACT

In general, how would you characterize the audience's overall response to the project?

- | | | | | |
|----------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Exhibit Design: | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| Content/Storyline: | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| Programs/Activities: | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |

Did the participation in this project create long-term/lasting connections with the community? [Mark all that apply]

The participation in this project...

- ...forged new alliance(s) with community groups.
- ...strengthened relations with government officials.
- ...enlarged our community membership base.
- ...created new fundraising partnerships
- Other? Please Describe: _____

Attendance Profile

What was the total (estimated) attendance for the duration of the exhibition booking?

For Exhibit: _____

For Programs/Activities: _____

Total Attendance:

Is this a change in (estimated) attendance compared to the same time period last year?

- Decrease
- No Change
- 1-20% increase
- 21-40% increase
- 41-60% increase
- More than 60% increase! It was a _____% increase!
- No comparable data (because: _____
_____)

Visitor Origin: (approximate percentage) Local _____%
Out of town _____%

Broadening access

Did you notice a change in visitor demographics during the project? Yes No

If so, in what way? (Please choose as many as apply)

- More school groups
- More professionals
- More retired people
- Other? Please describe: _____
- People who had never been to the museum before
- People who drove long distances
- More families

Did this project raise the visibility of your organization in your region? How so? Please explain.

Revitalizing Education

_____ # of school groups visited, with a total of _____ # of children.

_____ % Elementary School _____ % Middle School _____ % High School

How were students involved with the subject? (Describe student projects/Activities/Research):

Did you use the educational materials from the MoMS website? Yes No

If yes, were they: Excellent Good Sufficient Need Improvement

Did participation in this project create a positive collaboration with schools?

Yes No Collaboration at all No change from previous collaboration with schools

ECONOMIC IMPACT

In addition to the support you received from your state humanities council, did you seek and find **local financial support**? Yes No

If so, amount raised through:

Grants: _____

Active fundraising: _____

Gift shop sales: _____

Passive donations: _____

Other: _____ (specify:)

Total amount raised:

Did the participation in this project allow your organization to make capital improvements to your facility?

No Yes – Please describe and estimate the dollar value of improvements:

In-kind Support:

Please check ways in which you received **in-kind support** and estimated value if known.

- Contributed space _____
- Catering _____
- Materials (for locally produced exhibition, etc) _____
- Gift Shop/Merchandise _____
- Web site development _____
- Prizes for contests..... _____
- Printing for banners, posters, etc _____
- Mailings _____
- Lecturers, speakers, performers, etc _____
- Contributed time/volunteers..... _____
- Other (Please describe: _____) _____

Total in-kind support value (if known):.....

Volunteer Support:

Number of volunteers that served your organization during the MoMS Exhibition _____

Number of **new** volunteers for this exhibition: _____

Total number of hours volunteered during the MoMs Exhibition _____

Calculate! *This is a great way for your organization to discover the equivalent financial value for work done by volunteers during the exhibit. Use the formula below to discover just how much community support your organization has received by hosting this Museum on Main Street exhibition!*

Total Volunteer Hours _____ x _____ * = Total Volunteer Value \$ _____

*Notes: The value of volunteer time is based on the average hourly earnings of all production and nonsupervisory workers on private nonfarm payrolls (as determined by the Bureau of Labor Statistics in 2012). Independent Sector takes this figure and increases it by 12 percent to estimate for fringe benefits (<http://www.independentsector.org>)

Will any of the new volunteers continue serving your organization after the MoMS Exhibition closed?

- No Yes

PUBLICITY

Please list which publicity streams you used. Indicate type of publicity and estimated number of people reached with the coverage for each.

PRINT PRESS

Title of Press/ Magazine	Number of articles	Press Release	Reported News story	Estimated Reach
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

BROADCAST MEDIA

Radio/TV Station & Program	Number of broadcasts	PSA	Reported News coverage	Estimated Reach
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

DOOR TO DOOR DISTRIBUTION

	Approximate number distributed	Estimated coverage/reach
<input type="checkbox"/> Flyers	_____	_____
<input type="checkbox"/> Postcards	_____	_____
<input type="checkbox"/> Posters	_____	_____
<input type="checkbox"/> Other	_____	_____

Digital Media

	# of posts/pins	# of likes (on the posts)	# of followers of your organization
<input type="checkbox"/> Facebook	_____	_____	_____
<input type="checkbox"/> Twitter	_____	_____	_____
<input type="checkbox"/> Pinterest	_____	_____	_____

Did you use a Website to promote the MoMS Exhibition?

No Yes, namely: _____

Did you use hashtags? No Yes, namely: _____

Did you have any other forms of publicity? Please Describe: _____

Did you use the public relations material prepared on the MoMS website? Yes No

Did you use the disc of installation and press images prepared by MoMS? Yes No

Did you link to, or promote in any other way...

- Museum on Main Street website (<http://www.museumonmainstreet.org>)
- Museum on Main Street's Facebook page (<http://www.facebook.com/museumonmainstreet>)
- Museum on Main Street Twitter feed
- SITES exhibitions Facebook page (<https://www.facebook.com/sitesExhibitions>)
- Sites Exhibitions Twitter feed
- Other SITES social media accounts

EXHIBITION SPECIFICATIONS

How do you feel about the size of the exhibition? Too Big Too Small Just Right
Please explain.

How do you feel about the exhibition's installation/de-installation process? [Mark all that apply]
It was...

- ... mostly straightforward and fun!
 - ... lot of work, but worth it in the end!
 - ... difficult and/or confusing. (Please explain why?)
-

What is your opinion about the number of **interactive components** in the exhibition (including video, audio, flipbooks, spinners, etc.)?

- Too Few Just the right number too many No opinion

The advanced interactive components (audio, video, etc)...

- ...added to the overall exhibition experience
- ...helped to engage visitors with exhibit content
- ...was distracting for the rest of the exhibition

Do you believe that there were too many or too few **artifacts** incorporated into the exhibit?

- Too Few Just the right number too many No opinion

The overall "crowd pleaser" or favorite interactive component was:

In the future, would you rather work with batteries or extension cords and plugs when setting up the electric components (audio, video, etc.) of the exhibit?

- Batteries Extension cords and plugs No opinion

What is your opinion of the crates in which the exhibit was shipped? [Mark all that apply]

- There were too many crates
 The crates were too heavy
 The crates were well designed and easy to use.
 The crates were difficult to manage, but not too bad considering the amount of content they contained

OPTIONAL ANECDOTES

We truly value your input and want to take your feedback into account when planning for our next exhibit! Please use these “sentence-starters” to inspire your own response. We just *love* details and stories. Feel free to add more pages as needed.

“The exhibition gave us insight into American history and culture . . .”

“The MoMS exhibition spurred conversations between people of different ages, generations, and/or backgrounds, especially in the section that talks about . . .”

“This aspect of the experience was the most fun/rewarding for the community . . .”

OPTIONAL ANECDOTES

On the next page, please share an anecdote about your community’s experience with the exhibition. We may use your human-interest story in a future issue of SITES’ newsletter, *Siteline*, the exhibition catalog, *Update* or on the Museum on Main Street website.

THANK YOU!

When completed, Please use buttons below to save, print or email directly to Terri Cobb.

Alternatively you can send it by mail to:
Terri Cobb
Registrar, Museum on Main Street
Smithsonian Institution Traveling Exhibition Service
PO Box 37012, MRC 941
Washington, DC 20013