

Installation Workshops are held at the first venue during the week prior to the exhibition opening. When setting your itinerary, you may want to choose a particularly strong community or select a central location, since they will need to help the council plan and host the workshop.

The installation workshop is one of your last chances to gather together everyone involved with the project. While the main purpose of the meeting is to teach all of the communities how to install and care for the exhibition, it is also a good time for final programming discussions and further training opportunities.

The exhibition will arrive at the first venue the week prior to the installation workshop. You should schedule and organize the installation workshop in advance with the MoMS staff member assigned to work with your state. Generally, installation of MoMS exhibitions takes at least 3 hours so be sure to allow plenty of time for the installation. The group will set up one section of the exhibition together and then split into smaller groups to assemble the rest of the exhibition. The MoMS representative will also spend at least 30 to 45 minutes discussing the care and handling of the exhibition and deinstallation.

The second half of your meeting should be spent discussing program plans with each community and logistics for the tour. The MoMS representative is happy to lead a content walkthrough of the exhibition, with your state scholar if available, to help your communities find local connections to the national exhibition.

You can also use Capacity Building Funds for additional training during the workshop. Many councils choose to bring in a specialist to offer instruction during the workshop. Special programming could include docent training, working with teachers and schools, or public relations and marketing, especially using social media for publicity.

We find that overnight meetings work particularly well for installation workshops because communities can drive in on the first morning, allowing the meeting to begin after lunch. Participants install the exhibition in the afternoon and the day ends with a group dinner with an exhibition related presentation. The next morning, the communities are rested and ready for the rest of the presentations and discussions. One-day meetings work but the participants often fade quickly in the afternoon after a busy morning of exhibit installation.

Sample Two-Day Agenda with Overnight Stay:

Day 1:

1:00 pm – 1:30 pm	Welcome and introductions
1:30 pm – 4:30 pm	Exhibition installation (Hometown Teams requires 4 hours to install)
4:30 pm – 5:00 pm	Care and handling of the exhibition
6:00 pm	Group dinner with exhibition-related presentation

Day 2:

9:00 am – 10:30 am	Content walkthrough of the exhibition looking for local connections to national themes
10:30 am – 11:30 am	Program reports from communities
11:30 am – 12:00 am	Tour logistics (shipping, grants, reporting, accounting, STAR)
12:00 pm	Lunch
12:30 pm – 1:00 pm	Public relations, government relations, marketing and social networks
1:00 pm	Adjourn

Sample One-Day Agenda:

8:30 am – 9:00 am	Welcome and Introductions
9:00 am – 12:00 pm	Exhibition installation (Hometown Teams requires 4 hours to install)
12:00 pm – 12:30 pm	Lunch
12:30 pm – 1:00 pm	Care and handling of exhibition
1:00 pm – 2:30 pm	Content walkthrough of the exhibition to discuss local connections to national themes
2:30 pm – 3:30 pm	Program reports from communities
3:30 pm – 4:00 pm	Tour logistics (shipping, installation workshop, grants, reporting, accounting, capacity building training)
4:00 pm – 4:30 pm	Public relations, government relations, marketing and social networks
5:00 pm	Adjourn

Additional workshop ideas:

- Docent training
- Working with schools, teachers, and students