

The following calendar can help guide the administration of your tour.

Year 1

- Sign SITES contract and pay deposit
- Participate in national orientation webinar (new state coordinators only)
- Identify state project scholar(s)
- Organize state committees/initiatives
- Develop grantmaking strategy
- Issue call for applicants
- Visit communities
- Select participating rural communities
- Initiate statewide fund raising
- Plan marketing and publicity strategies
- Confirm format for state program workshop

Year 2

- Confirm itinerary of exhibition tour (one year before tour begins)
- Meet with participating communities
- Develop in-state shipping plan
- Attend national program meeting (8-12 months before tour begins)
- Submit Capacity Building Training Plan
- Host state program workshop (6-8 months before tour begins)
- Continue fundraising as needed
- Implement marketing strategies
- Provide state funding credit line for inclusion on credit panel (3 months prior to exhibition arriving in state)

Year 3

- Exhibition arrives in state (2 days to a week before installation workshop)
- Send final payment to SITES
- Host installation workshop at first venue (1-4 days before opening)
- Implement state marketing and publicity
- Make supporting grants
- Oversee completion and submission of local close-out reports (6 weeks after each closing)
- Exhibition shipped back to Washington, DC (2-4 days after closing at last venue)
- Complete Capacity Building Training report
- Complete state close-out report and send to SITES (within 6 weeks of end of tour)