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**MASS. MEMORIES ROAD SHOW
2018 APPLICATION – THEMATIC ROAD SHOW**

**Theme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Director Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Organization’s Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Official (if different from project director): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confirmed Local Planning Team Members:**

 ***NAME ORGANIZATION EMAIL/PHONE #***
1.

2.

3.

4.

5.

***Please attach a letter from each organization/individual confirming in detail the nature of their support and the specific role they will play in the project.***

**Proposed Local Planning Team Members:**

*(These can be organizations/individuals who you wish to involve in the local planning team but who have not yet confirmed their participation.)*

1.

2.

3.

Describe your goals for hosting a Mass. Memories Road Show:

Tell us why you have selected this theme and what specific population(s) you will be targeting to participate:

Describe how you plan to include representatives from across your community in planning an event that will be inclusive and representative of the community as possible:

Tell us how you plan to use the photographs, video and data collected at the Road Show:

***Please attach a resume, CV or letter detailing the Project Director’s experience and skills relating to this project. (See MMRS Project Handbook for guidelines.)***

Most of the costs for planning, staffing and processing Road Show materials are borne by the project’s sponsor, the Joseph P. Healey Library at UMass Boston. Local organizations are required to contribute key in-kind goods and services as described below.

**If accepted to host a Mass. Memories Road Show, the Applicant and Local Planning Team will:**

* Meet at least monthly to organize the event and recruit volunteers and contributors.
* Select a date and location for the event (with approval from UMass Boston staff).
* Arrange any necessary parking, transportation, signage, translation, non-technical equipment and rentals for the event.
* Provide morning coffee and lunch for volunteers and staff at the event.
* Create, print, translate and distribute any necessary press releases, flyers, postcards, videos, letters or other outreach material about the event. Must reflect diversity of community and be bilingual where appropriate. Must include the provided sponsorship credits/logos and must be approved by UMass staff prior to distribution.
* Provide 300-500 photocopies of Registration Forms and Photo Forms for use at the event.
* Write a brief history of your community to be distributed at the event.
* Recruit 100-250 contributors to attend the event (depending on the size of the community).
* Provide 15-20 volunteers to attend a 2-hour training session (preferably the afternoon or evening before the Road Show) and to help staff the event.
* Submit a $1,000-$1,500 community participation fee to UMass Boston prior to the event.
* Document Road Show planning process via minutes, correspondence, flyers, newspaper articles, TV programs, etc. and submit copies to UMass Boston after event.

 **For a Mass. Memories Road Show event, UMass Boston will provide:**

* UMass staff participation in up to 16 hours of planning meetings (telephone or on-site).
* 15-20 experienced Roadies to assist with the Road Show event.
* Laptop computers, scanners, cameras and other equipment and supplies for the event.
* Videographer, interviewer & video equipment for the event.
* Basic signage for stations at the event.
* Image, data and video processing after the Road Show.
* Digital copies of all images and data collected at the Road Show.
* Training session for local volunteers (2-hour training, usually held week of the event).
* The Mass. Memories Road Show Project Handbook with guidelines on organizing a Road Show.
* Permanent inclusion of photos, video, data and documentation in the UMass Boston Archives and online at <http://openarchives.umb.edu>.

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Applicant Signature Date

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Authorizing Official Signature Date