

TRAVELING EXHIBIT CLOSE-OUT REPORT

Please take a few minutes and answer the following questions at the conclusion of your hosting of the exhibition. The Minnesota History Center Traveling Exhibits Program uses this information to analyze the impact of the traveling exhibition and related programs.

The long-term success of our traveling exhibits program is influenced by the array of programs, locally produced exhibitions, and other activities that happen in each of the host communities.

To highlight your local programs, please send us any quotes, pictures, or descriptions of memorable moments that occurred while you were host to one of the EXHIBITS TO GO! exhibits. We especially seek examples and photographs of visitors engaging in your programs, in the traveling exhibition, and with your own locally produced exhibits. Please also attach all press clippings and other printed material associated with your organization's hosting of this exhibition.

Please return this form and your enclosures within three (3) weeks of the exhibition's closing to:

Lisa Friedlander, Exhibit Project Manager
Minnesota Historical Society
345 Kellogg Boulevard West, St. Paul, MN 55102
lisa.friedlander@mnhs.org

Organizational Information

Name of Exhibit Hosted _____

Name of Host Organization _____

Address _____

City _____ State _____ Zip _____

Contact name _____

Contact E-Mail Address _____

Contact Phone Number _____

Open & Close Dates of Hosted Exhibit: _____ to _____

Local Exhibit Component

What was the title or theme of your Local Exhibition?

Please describe the local exhibitions, programs and activities you developed to accompany the exhibition. Did you find it easy or difficult to relate your local story to the traveling exhibit?



EXHIBITS TO GO! Traveling Exhibit Close-out Report from Host Sites

Ancillary Programs

Please indicate the ancillary activities and programs you developed to augment the EXHIBITS TO GO! exhibition. Also please estimate attendance for each.

Activity	Attendance
<input type="checkbox"/> Local Exhibition	_____
<input type="checkbox"/> Speakers Bureau / Discussion program	_____
<input type="checkbox"/> Off site programs (e.g. in neighboring museum or other cultural organizations)	_____
<input type="checkbox"/> Reading discussion programs	_____
<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"/> Fundraiser	_____
<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)	_____

Project Partners

Did other local organizations collaborate with you in support of this project? Yes No
If yes, please list local collaborators:



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Reaction from the Community

What is the total population of your town (host town)? _____

What was the total estimated attendance for the duration of the EXHIBITS TO GO! exhibition?

For Exhibit: _____

For Programs/Activities: _____

Total: _____

What was your total estimated attendance from the same period last year? _____

Is this a change in attendance from the same time period in previous years?

Increase

1 – 20% increase 21 – 40% increase 41 – 60% increase More than 60% increase

No, there was no change in attendance

Decrease

1 – 10% decrease 11 – 20% decrease More than 20% decrease

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

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

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

People who had never been to the museum before

People who drove long distances

More families

More school groups

More professionals

More retired people

Other? Please describe:

How would you characterize the audience's overall response to the project?

Exhibit: excellent good fair poor

Programs/Activities: excellent good fair poor

Did this project raise the visibility of your organization in your region? Please describe:



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Funding

Did you receive support from your state humanities council?

Did you seek and find local financial support? ___ Yes ___ No Amount \$ _____

In-kind Support

Please indicate the ways in which you received in-kind support.

- 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)

Employee & Volunteer Support

Actual Number of Employees Involved _____

Total Actual Number of Employee Hours Contributed _____

Actual Number of Volunteers Involved _____

Total Actual Number of Hours Contributed _____

Income Producers

Did you have a sales shop or any special sales with the exhibition? ___ Yes ___ No

If yes, please give total sales amount for merchandise relating to the exhibit: \$ _____



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Exhibit Components

The Minnesota History Center Traveling Exhibits Program EXHIBITS TO GO! is developing new exhibitions. We'd love your feedback about this one!

Were all the exhibit components in working order? Yes No

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

Comments:

How do you feel about the exhibition's installation/de-installation process?

It was mostly straightforward and fun!

It was a lot of work, but worth it in the end!

It was difficult and/or confusing.

Suggestions for improvement?

What is your opinion about the interactive components in the exhibit (such as video, flipbooks, spinners, etc.)? [please mark all that apply]

There were too many interactive components

There were not enough interactive components

The interactive components helped to engage visitors with exhibit content

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

What is your opinion of the crates and how the exhibit is shipped? [please mark all that apply]

The crates were well designed for the exhibit elements inside them

The crates and travel hardware stored neatly while the exhibit was installed

There were too many crates

The crates were too heavy

Suggestions for improvement?



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The Future

Has your organization's participation in this project created long-term benefits?

[Mark as many as apply]

- Increased visibility for the museum
- Capital improvements to your facility
- Increased attendance/membership
- Increased volunteer base
- Auxiliary exhibition will be permanent addition to museum
- New fundraising partnerships
- Increased collaboration with schools
- Improved professionalism among museum staff
- New object(s) added to your permanent collection
- Enabled research of local history in new ways
- New alliance(s) with community groups
- Oral histories/documentation
- Reaching broader audience
- Strengthened relations with government officials
- Other? Please describe:

We truly value your input and take your feedback into account when planning for our next exhibit! Please use these "sentence-starters" to inspire your own response.

"The exhibition gave us insight into American history and culture by . . ."

"We appreciated our region's unique heritage when . . ."

"The EXHIBITS TO GO! 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:

Please share an anecdote about your community's experience with the exhibition. With your permission, we may use your human-interest story on the EXHIBITS TO GO! website.

