

SWEET! PROJECT TIMELINE 2011 – 2012

Oct 10 – 31	Nov 7 - 4 Dec	Dec 5 – Jan1	Jan 2 – Jan 29	Jan 30 – Feb 26	Feb 27 – Mar 18
Oct 10 - 16 Workshop 1: Wed 12 Oct *Compulsory workshop – exhibition themes developed	Nov 7 - 13 Workshop 5 – Nov 9 * Compulsory workshop – exhibition text workshopped First draft exhibition text sent to participants	5 – 11 Dec Workshop 7 – Dec 7 All permissions forms received Exhibition graphic design Break up party Final draft text out to communities for final approval	Jan 2 – Jan 8 Summer break	Jan 30 – Feb 5 Workshop 9 – Feb 1 Objects dropped off by participants Pre-exhibition launch info Marketing & PR update Exhibition in production	Feb 27 – 4 March Exhibition Install
Week 3: Oct 17 – 23 Workshop 2: Wed 19 Oct * Compulsory workshop – material for exhibition developed Letters of participation signed by communities	14 – 20 Nov Workshop 6 – Nov 16 Exhibition concept Festival planning	Dec 12 – 18 Final text received from Helen	Jan 9 - 15 Summer break Exhibition in production	Feb 6 – 12 Exhibition in production Invites for launch sent out	March 5 - 11 Exhibition Install Workshop 11 – Mar 7 Confirmation of festival day arrangements Break up party
Week 4: Oct 24 – 30 Workshop 3 - Oct 26 Conservation issues Festival planning Filming Letters of participation signed by communities	21 – 27 Nov Second draft exhibition text sent to participants	Dec 19 – 25 Summer break	Jan 16 - 22 Exhibition in production Workshop 8 – Jan 18 Pre-install/festival meeting Invitation lists from communities	Feb 13 - 19 Exhibition in production	March 12 – 18 March 14: Exhibition Opens March 17/18: Festival Day
31 Oct – 6 Nov Workshop 4 – Nov 2 Marketing & PR Festival planning Object list confirmed	28 Nov – 4 Dec Comments on text from participants given to IM	Dec 26 – Jan 1 Summer break	Jan 23 – 29 Exhibition in production	Feb 20 - 26 Workshop 10 – Feb 22 Festival program finalised Festival posters & flyers handed out Exhibition in production	April 2012 De-brief

Workshop 1 – October 12 - *COMPULSORY	Workshop 2 – October 19 – *COMPULSORY	Workshop 3 – October 26
<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Welcome and introduction to project, methodology of project, brainstorming themes. 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Communities to develop text and ideas around themes discussed in Workshop 1 with assistance from museum staff. ▪ Community members to bring along objects and photographs for inspiration. 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Museum staff introduce conservation issues regarding objects for display ▪ Commence festival planning & gain ideas/contacts ▪ Museum staff introduce filming within communities
<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Familiarity with the Immigration Museum and other communities ▪ Understanding of project process and timelines ▪ Major themes for exhibition decided 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Ideas and text collected from each community group expanding on the exhibition themes and ready for drafting by museum staff, including stories, recipes, histories and cultural significance ▪ Exhibition object list starting to evolve 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Community understanding of appropriate objects for display ▪ Ideas & contacts for festival gathered from communities, activities and festival elements identified ▪ Gather suggestions for dates & participants for filming ▪ Letter of participation signed by communities
Workshop 4 – November 2	Workshop 5 – November 9 *COMPULSORY	Workshop 6 – November 16
<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Introduce the marketing & publicity approach for the project ▪ Continue with festival planning, communities to report on contacts made ▪ Confirm object & image list ▪ Finalise filming opportunities and schedule 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Revised text presented by museum staff for workshopping as a group. ▪ Final festival catering contacts submitted by community 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Museum staff present concept for exhibition ▪ Museum staff present draft festival program and discuss contacts <p>Museum staff provide information on exhibition launch</p> <ul style="list-style-type: none"> ▪
<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Community understand marketing & publicity approach and involvement in photoshoot ▪ Information gathered from communities for draft festival program ▪ Confirmed object & image list ▪ Finalised filming opportunities and schedule 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Exhibition text suggestions for redrafting gathered from community ▪ Festival catering contacts gathered from community 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Discussion of exhibition concept ▪ Suggestions for community media, marketing & publicity and advertising <p>Further contacts for festival gathered</p>

Workshop 7 – December 14	Workshop 8 – January 18	Workshop 9 – February 1
<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Continue festival planning and confirm final list of suggested food stall holders ▪ Presentation of exhibition graphic design to community ▪ Break up party 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Festival planning continues ▪ Pre-installation discussion ▪ Update communities on filming progress 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Festival planning continues ▪ Pre-launch discussion ▪ Marketing and Public Relations to update community on their activities and progress ▪ Objects provided to the Museum by committee members
<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Exhibition design presented to communities ▪ Festival menus & stall holders confirmed 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Advancement of festival planning ▪ Understanding of the installation process and object drop off ▪ Received invite list from communities 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Advancement of festival planning ▪ Understanding of the launch event ▪ Understanding of marketing and PR approach ▪ Objects dropped off by participants
Workshop 10 – February 22	Workshop 11 - March 7	
<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Confirmation of festival program ▪ Discuss details of exhibition launch ▪ Co-ordinate distribution of festival posters & flyers handed out to communities 	<p><u>Purpose</u></p> <ul style="list-style-type: none"> ▪ Final details of festival discussed ▪ Final details of exhibition launch discussed ▪ Break up party 	
<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ Festival posters & flyers handed out to communities ▪ Presentation of confirmed festival program by museum staff 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> ▪ All festival arrangements understood (parking, tickets, arrivals etc) 	