



**SAVE YOUR COLLECTION, SHARE YOUR STORY ,  
SUSTAIN YOUR MISSION:  
A PRIMER FOR SMALL MUSEUMS  
& HISTORICAL SOCIETIES**

Attend in your area:

*Kennebunk - Brick Store Museum*  
Part 1: April 12    Part II: April 26  
Registration deadline: March 21, 2008

*Hinckley - L.C. Bates Museum*  
Part 1: May 10    Part II: May 17  
Registration deadline: April 18, 2008

Only \$35 for two workshops, with lunch and a resources binder.  
Register early; space is limited.

For organizations run by volunteers or with a small number of paid staff, this two-part Saturday program will cover the basics and help you build a stronger organization for the future. In addition, get to know people from other small museums and historical societies in your area.

*"We've been open and giving tours for years..."  
"We don't have the money to buy new equipment..."  
"...why should we attend?"*

Thanks to their volunteers and members, small museums and historical societies manage to accomplish great things with little money. It is easy, though, to follow the same pattern, year after year, especially if you don't know where to find new ideas. This "primer" will introduce you to new ways to care for your collections, meet the needs of teachers and students, operate efficiently, and generally strengthen your organization without spending a lot of money.

**Part 1 -1st Saturday, 9:30 a.m. - 3:45 p.m.**

*Topics will include:*

- Simple ways to record and organize your collection
- Putting new life into old exhibits
- Attracting school groups in the era of MCAS
- Essential policies to preserve your collection

**Part 2 - 2nd Saturday, 9:30 a.m. - 3:30 p.m.**

*Topics will include:*

- Increasing visitors and volunteers
- Raising money through activities, appeals and grants
- Maine non-profit reporting requirements
- The Board's basic responsibilities

*In addition*, each participating organization will receive a three-ring binder filled with:

- Articles for further reading
- Bibliographies of helpful articles, books and websites
- Sample forms for you to use in your organization

**Presenters:**

Kennebunk: Ned Allen, Collections Manager, Bridgton Historical Society  
Tracy Baetz, Executive Director, Brick Store Museum  
Hinckley: Bill Cook, Special Collections Librarian, Bangor Public Library  
Deborah Staber, Director, L.C. Bates Museum

*Co-sponsored by the New England Museum Association and the Maine Archives & Museums  
with funding provided by the Maine Humanities Council.*

# A PRIMER FOR SMALL MUSEUMS AND HISTORICAL SOCIETIES REGISTRATION FORM

**Registration Deadlines:**

March 21, 2008 (Kennebunk)

April 18, 2008 (Hinkley)

Fee: \$35 per person for the two-day program. Includes morning coffee and lunch each day.

*Please note: This is a two-part program; material presented on the second day will build on the first day's content. In addition, making new acquaintances in your region is key! Thus, all registrants will be signed up to attend both Saturdays at the same location.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CHOOSE YOUR LOCATION:**

Kennebunk - Brick Store Museum

Hinkley - L.C. Bates Museum

**PAYMENT:**

Check is enclosed (payable to NEMA)

Charge my credit card for \_\_\_\_\_

Visa     MasterCard

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Please enclose your payment with this form and mail to:  
NEMA/Primer Workshop  
22 Mill Street, Suite 409  
Arlington, MA 02476

Confirmations and directions will be mailed to you.  
Questions? Call NEMA at 781-641-0013.