





PARTICIPATION OPTION 2


LIBERTY TREE TIMELINE


 PLANNING	 CELEBRATION DAY	 TAG REMOVAL
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Completion Date: JULY 4, 2026

PT = Project Team

<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">2023</div>  </div>		
<input type="checkbox"/>	July	Create a project team (PT). This team will plan your project and make it happen. Remember that this is only one element of this participation level, which also includes a small oral history project element. You will be working on both these elements at the same time. Both the Oral History element and the Liberty Tree Interactive have their own timeline. (<i>See timeline for Oral History in the packet.</i>) Be sure to follow both timelines.
<input type="checkbox"/>		PT: Begin a preliminary discussion about the project. Read the Overview. Set a realistic goal for how extensive you want this interactive to be. Remember to allow <u>at least</u> 6 months prior to July 4, 2026 for the public to write their responses to the question, "What does Liberty mean to me?" This means that you should have your exhibit/display up no later than the beginning of January 2026. You can have it up earlier than that if you choose.
<input type="checkbox"/>		PT: Answer the questions on the Project Team Discussion sheet.
<input type="checkbox"/>		PT: Define the scope of your project. <i>You are limited only by your imagination. Have fun with it. Be creative.</i> You may choose to use a single tree (living or artificial) or multiple trees. These options will work whether you choose to do an indoor or an outdoor Liberty Tree interactive. <i>Refer to the Indoor and Outdoor Liberty Tree ideas sheet in the packet if you are having difficulty visualizing what your interactive exhibit/display could look like.</i>
<input type="checkbox"/>		<p>PT: Begin budget/funding discussions. If you will need funding, begin searching for grants. If applying for a grant, check the requirements for various grants to make sure that they fit your project. Contact other facilities such as museums and existing archives at universities or state entities if you need help finding agencies that offer grants or need help applying for grants. Begin applying for any grants that may fit your project.</p> <p>If you are unable to apply for a grant, think about other sources of funding. Can you partner with the local school or school district? Could a local business or several local businesses donate funds as a project sponsor(s)?</p> <p>Begin the grant application process.</p>
<input type="checkbox"/>	July	<p>PT: Now is the time to begin discussion specifically about the Liberty Tree portion of your project. Will it be an indoor or an outdoor display? Will it be a living tree(s) or artificial tree(s)? What will you do with the tree(s) when your project is over? If using a living tree indoors, will you plant it in a dedicated garden outside? <i>This could be called the Liberty Tree Garden and have a plaque explaining why it was created and what it stands for.</i></p> <p>You could choose to make it a wall mural/graphic and the public can attach their response tags to the graphic itself.</p>
<input type="checkbox"/>		PT: Refer to the Project Team Discussion Questions Sheet and the questions specific to the Liberty Tree portion of your project. If you choose to do an indoor Liberty Tree interactive, you should be making a firm decision as to how it will be built (interactive wall graphic/mural, indoor artificial tree, indoor living tree, or outdoor living tree. If you plan to do an interactive wall graphic/mural, list the supplies that will need to be purchased such as paint, wood, brushes, or other materials. What supplies will be needed for the response tags?


□		PT: Set a tentative date for the opening of your interactive. Allow <u>at least</u> 6 months to collect responses from the public to hang on the tree. You should designate someone to routinely check the response tags for anything inappropriate, obscene, or offensive. These should be removed from the tree on a regular basis.
	July	PT: Discuss what variety of tree(s) you will use (if using living trees), and who will care for them (watering, dry leaf removal). When choosing a tree, think about what trees grow well in your area of New Mexico. This is especially important if you plan to plant the tree outside after July 4, 2026 in a Liberty Tree Garden. Discuss any construction elements. What will you need to build or have printed? Begin drawing up the preliminary design of your project.
□	Aug	PT: Begin thinking about the response tags. What shape will your tags be? Will they be all one color or multiple colors? What will the public use to write on the tags? Pens, markers, or Sharpies? What will you use to hang the tags on the interactive? Yarn, ribbon, hooks, or pushpins? You have the option of the public hanging their own tags or setting them aside in a secure container (box with a slot) for a staff member or volunteer to hang at the end of each day. <i>The preferred method is to let the public hang their own tags immediately.</i>
□	Sept	PT: Plan to have a designated person who will check the Liberty Tree interactive on a regular basis (daily or weekly) to make sure that there are no tags with obscene, offensive, or inappropriate responses. These should be removed and thrown out.
□		<i>There are 131 weeks from July 1, 2023 to January 1, 2026. If you want to open your Liberty Tree Interactive on January 1, 2026 you will have six months to collect public responses before the big celebration day on July 4, 2026. Remember, the longer you have it up, the more responses you will get.</i>
□	Sept-Oct	PT: Think about the celebrations on July 4, 2026. Explore ways that you can include both the oral history element and the Liberty Tree element into your community celebration.
□	Nov-Dec	PT: Will you include text panels with information about the Declaration of Independence, quotes about Liberty, or other information in you Liberty Tree Interactive? If so, what will these panels look like? Explore the Internet for appropriate quotes about Liberty and/or Freedom. <i>Be sure to include clear instructions about how the public participate.</i>
2024 		
□	Jan-Mar	PT: If you have applied for any grants, you should have received notification if you were awarded the grant funds you applied for. If you were unsuccessful in obtaining grant funding, begin looking for alternative sources, or partners, to help make your Liberty Tree Interactive happen.
□		Have you confirmed a response tag shape? If not, you should do so now. Perhaps this is an area where you can involve the community or local school. Could the school hold a contest for the tag design, with the winning design chosen as the official response tag shape? This idea could also work for the design of any text panels or the wall mural/graphic itself. Regardless of whether you seek community help, you should be reaching a final decision on the design of your Liberty Tree Interactive, response tags, and any other items that you will need.
□	Apr-June	PT: Finalize the list of supplies that you will need and begin purchasing any items that you need.
□		If you are doing an outdoor Liberty Tree Interactive, think about the following: Will the response tags need to be laminated to protect them from wind, snow, rain, and sun? If so, be sure to include laminating sheets and/or a laminating machine in you supply list.
□	July-Sept	PT: Discuss any construction that needs to be done.

		<p>Begin discussions about advertising. How will you advertise? How far in advance do you need to get the information to any media sources such as newspaper, TV, or radio?</p> <p><i>Think of creative ways to advertise.</i></p>
□	Oct-Dec	<i>Congratulations – you are doing great! You are ½ way to your goal. Keep going!</i>
2025 		
□	January	<p>PT: Re-visit how you will present your completed project to the public on July 4, 2026. Will it be part of the day's celebration? <i>Refer to the final section of the Project Team Discussion Questions (page 3) for ideas or come up your own ideas.</i> What do you think the people in your area or community would like to know about your project?</p> <p>If text panels are needed for you Liberty Tree exhibit/display, assign someone to write the text. Choose text color, font, font size and the overall design of the text panels.</p>
□	February	<p>PT: Based on the discussion in January, begin planning the details of your completed project's reveal and the special things you will do on July 4, 2026.</p> <p>If you are constructing any portions of the project, you should have ordered the materials you will need at this point and construction should be well underway.</p>
□	March	<p>Continue thinking about advertising. How will you advertise your project in the community? Will you make a flyer to distribute in the community? How will you inform the public about the two elements of your project? Whatever choice you make, the advertising needs to go out approximately 2 weeks prior to the opening of your Liberty Tree interactive (January 2026).</p> <p>You can also begin planning the advertising for the celebration on July 4, 2026.</p> <p>Could the local school have a contest to design a flyer? Could the school have a field trip once your Liberty Tree interactive is open to the public so that the children can write their responses on tags and hang them on the tree(s)?</p> <p>Keep in mind that you want members of your community to participate by adding their response tags to the tree(s), but you want any visitors to your community to participate as well.</p>
□	April	<p>PT: Continue discussions on the project reveal and activities on July 4, 2026. How can you incorporate your oral history element and the Liberty tree element into your community's activities on July 4, 2026? Smaller communities could have a picnic, a BBQ, a parade, and/or fireworks (if permitted in your area).</p> <p>If you are using an indoor living tree(s), you could include the transplanting and dedication of the tree(s) in a Liberty Garden. This could include a plaque that explains what the Liberty Garden is (250-year anniversary of the signing of the Declaration of Independence).</p> <p>Perhaps you could include a photo collage of the project team, any construction that was done, people who worked on the project, photos of people hanging their response tags on the tree to document the progress of the project.</p> <p>Another idea would be to keep a tally of many response tags are hanging on the tree(s). You could announce the final total at the July 4, 2026 celebration and/or read some of the responses as well.</p>
□	May	PT: Make any last-minute changes and/or decisions regarding the project.
□	June	PT: If you have chosen to open your Liberty Tree Interactive a year in advance (to allow more tags to be added to your tree(s), you should begin sending out the advertising, wrapping up the Liberty Tree construction, completing all your text panels/signage, and gearing up to open/install the Liberty Tree interactive next month.

		<i>You are 12 months away from the July 4, 2026 celebration. Congratulations on all your hard work thus far. You are doing great! You can do this!</i>
□	July	PT: Installation of all components of your indoor and/or outdoor interactive <u>if</u> you have chosen to have it accessible to the public a year prior to July 4, 2026. If you have chosen to open your indoor and/or outdoor interactive in January 2026, continue working on exhibit/display elements such as text panels, photos, quotes, and response tags.
□	August	PT: Meet to discuss any incomplete items and finalize your project reveal and celebration day plans.
□	Sept	Double-check the timeline to make sure that you have everything you need for a January 2026 Liberty Tree Interactive opening.
□	October	PT: Discuss and complete any last-minute advertising and project completion items and revisit any previous discussions about the events scheduled for July 4, 2026. Your deadline for July 4 th activities is February 2026, so you should be getting close to finalizing those plans.
□		You should have your response tag design set and begin printing and cutting out the tags. Don't forget to attach the hanger (whatever you have chosen to hang the response tags on the tree) to the response tags.
□	Nov	PT: Send out advertising for the opening of your Liberty Tree Interactive for an opening in January 2026.
□	Dec	PT: Install all components of your Liberty Tree Interactive.

Way to go, team! You have six months until the big celebration. Awesome job!

2026

□	Jan	PT: Complete the installation of all components of your Liberty Tree Interactive.
□		<i>Grand opening of your project!</i> The public can now begin to fill out response cards and add them to the tree(s).
□	Feb	Revisit the plans for July 4, 2026. Will you have punch and cakes/cookies? Will you invite some of the people you interviewed and/or read some of the response tags? <i>Be creative. You are limited only by your imagination.</i> What can you do to tie your two elements (Oral History and Liberty Tree) to the July 4, 2026 celebration?
□	March	PT: Make contacts and decide on activities for July 4, 2026. What will your celebration be like? Who will attend? <i>Remember to include signage, decorations, location, music, food, special guests, and a program in your discussions.</i>
□	April	PT: Create a punch list of things that are needed for July 4 th celebrations.
□	May	PT: Purchase and/or make any decorations needed for July 4 th .
□		Assign specific tasks to members of the project team or members of the community. Who will be the master of ceremonies? Who will give recognition to the Project Team members, and everyone who helped with the project? Who will give a short talk about the Oral History portion and the Liberty Tree portion? You may wish to include the history of the Declaration of Independence and include some quotes about Liberty and/or Freedom. <i>Make it a truly special day! Refer to the timeline and the Project Team Discussion Sheet to make sure you have accomplished everything.</i>
	July 1-3	Hang decorations. Purchase food items. You have 3 days to set up for the big celebration.
	July 4	Do the final setup for today's event!



July 4, 2026
You did it!
Congratulations!
Have a wonderful
celebration.

Congratulations! You did it! Great job!

Now that you have held your celebration, you may wish to leave the response tags on the tree(s) for a few days so that people can take the time to read the responses.

After you remove the response tags from the tree(s), gather them up, put them in a box, and mail them to the New Mexico Farm and Ranch Heritage Museum in Las Cruces, NM. The responses will be entered into a database and archived as a record of what New Mexicans feel about Liberty. The responses will be tallied, and a report of the results will be published.

If you planned to plant the tree(s) in a Liberty Garden, set a date to put the trees in the garden. *It may be a little too hot in some areas of New Mexico to plant them in July, so adjust the planting date and hold a dedication ceremony on that day.*