




PARTICIPATION OPTION 3


Indoor Liberty Tree Interactive Exhibit / Display

	A	B		
PLANNING	OPTION A	OPTION B	CELEBRATION DAY	ARCHIVING

JULY 4, 2026

2023 **OPTION A – Living Tree(s)**

<input type="checkbox"/>	July	Create a project team (PT). This team will plan your project and make it happen.
<input type="checkbox"/>		PT: Begin a preliminary discussion about the project. <i>Remember to allow at least 6 months prior to July 4, 2026 for the public to write their responses to the question “What does Liberty mean to me?” With this in mind, you should have your exhibit/display up by the beginning of January, 2026.</i>
<input type="checkbox"/>		PT: Answer the questions on the Project Team Discussion Questions sheet. <i>Refer to the sheet.</i>
<input type="checkbox"/>		PT: Define the scope of your project. Will it be an exhibit for a wall, a floor-type display, or will it be living trees set in a specific indoor area? How much space do you have available for the project?
<input type="checkbox"/>		PT: How do you envision your Liberty Tree interactive? <i>Refer to the Indoor Liberty Tree Design Ideas sheet in the packet if you are having difficulty “seeing” what you can do with this project. Remember - you are limited only by your imagination.</i>
<input type="checkbox"/>	July	PT: Begin discussions about the funding for your project. Will you need to apply for a grant or perhaps work with another group? Begin checking grants and grant requirements. If you have found a grant that fits your project, begin the application process. <i>Note: Be precise, be thorough, and most importantly, be patient as you go through the application process. If you are going to work with other local entities on your project, now is the time to make those contacts. For example: Rural communities may decide to work with local school students to design and build their project.</i>
<input type="checkbox"/>	July	PT: Begin thinking about the events that will take place on July 4, 2026. How can you tie your project into a big celebration in your community or at your facility?
<input type="checkbox"/>	July-Sept	Recommended Schedule: <i>There are 131 weeks from July 1, 2023 to Jan 1, 2026. If you open your project to the public for responses to the question “What does Liberty mean to me” on January 1, 2026 you will have six months to collect responses before the big celebration day on July 4, 2026.</i>

<input type="checkbox"/>		PT: Make a definite decision on how your project will look. What are the major components? Who needs to be involved to complete those components? Make a list of the various components of your project and who will be responsible for each component.
<input type="checkbox"/>		PT: Set a date for when your exhibit/display will be completed. Remember to allow ample time for the public to write responses on the tags.
	Oct-Dec	PT: If you are using living trees, who will care for them (watering and dry leaf removal)? How many will you have? What kind of a tree will you use? What will you do with them after July 4, 2026? <i>You could use living trees that grow in your area of the state. After the celebration day of July 4, 2026, those living trees could then be transferred outdoors to a new garden plot called a "Liberty Tree Garden".</i>
<input type="checkbox"/>		PT: Begin drawing up the preliminary design of your project and the response tags.
2024  OPTION A		
	Jan-Mar	PT: Think about the materials that you will need to create your project. If you are not using living trees, what will you construct your exhibit out of? Think about overall construction. What will you need to do the project?
<input type="checkbox"/>		PT: Make a list of all the supplies you will need. Begin to order and/or purchase the supplies you will need.
<input type="checkbox"/>		PT: Break down the construction into smaller components. Assign those smaller components to specific departments/people for completion. Set a definite deadline for completion of these components.
<input type="checkbox"/>		PT: Now is the time to finalize the various components of your project. Are there items that need to be manufactured? If so, who will manufacture them? How will you implement the response tags, and what will they look like? Where will the public go to get the response tags? Will there be a specific stand with writing materials and tags easily accessible, or perhaps a basket?
<input type="checkbox"/>		PT: How will you explain what the project is, and what you hope to accomplish? Be sure to include clear instructions for what you want the public to do with the interactive. Will you include addition panels of text such as quotes about Liberty, or a quote from the Declaration of Independence itself?
<input type="checkbox"/>	Apr-June	PT: Check the status of any grants you have applied for. Do you need to apply for additional grants if the initial grant applications were not accepted? Is there another facility that you could work with that may be able to help you with some of the expenses for your exhibit? Could this be something that you could work with the local public school or college/university art department on?

□		Assign someone the task of routinely checking the tags for obscene, offensive, or inappropriate responses placed on the interactive. If any are found, they should be removed. How often will they be checked? Daily, weekly, monthly? Will this person also refill tags when they are running low?
□	July-Sept	PT: Begin thinking about advertising. How will you publicize your Liberty Tree Interactive Exhibit/Display? How far in advance do you need to get information to the media? How will you inform the public about your project? Think of creative ways to advertise.
□		PT: Check the status of the various components of your project. Is progress being made? If so, prepare a list of what still needs to be done. If not, you will need to push ahead to completion.
□	Congrats!	<i>You are now 1/2 way through your project. You are doing great!</i>
	Oct-Dec	PT: If you are doing an interactive wall exhibit, begin thinking about any text panels you will need. They can be a combination of information on the Declaration of Independence, and/or quotes about Liberty such as Malcolm X who said, "A man who believes in freedom will do anything under the sun to acquire or preserve his freedom" or John Adams who said, "Liberty, once lost, is lost forever." What information would you like the public to know about Liberty? What does Liberty even mean?
		PT: If you are doing living trees, will you add text panels between trees? If so, what will they look like, and what information will they hold?

2025



OPTION A

	Jan-Mar	PT: Assign a person to write the text for any text panels in your Liberty Tree exhibit/display. Choose text color, font and font size, and background colors for text panels.
□	Apr-June	PT: Construction on all the components should be well under way. If using living trees, finalize the choice of trees. You may need to order them in advance of December's purchase date.
□	July-Aug	PT: Your exhibit/display opening date should be set. Remember to allow at <u>least</u> six months (longer is better) before July 4, 2026 for the public to interact with your exhibit/display and write down their answers to the question, "What does Liberty mean to me." You should have your response tags cut out and ready for the public to fill out and hang by whatever method you have chosen. You should be finalizing the construction of the exhibit/display components. Purchasing of any last-minute items should be done at this time.
□	August	Finalize the advertising components for the exhibit/display opening.

	Sept-Nov	Final preparations should be made for exhibit/display installation. If you have chosen to do a wall graphic interactive display, you should begin prepping the wall surface and drawing it on the actual wall location.
□	Dec	PT: Send out the advertisement for the opening of your Liberty Tree interactive exhibit/display. <i>Remember, you want to allow no less than six months for the public to interact with your exhibit/display.</i>
		If using living trees, these should be purchased at this time to allow them time to acclimate to the location/room/gallery.
□		PT: Complete construction/installation of your display. Make sure you have all the needed tags, writing materials, etc.

2026



OPTION A

Jan - June	<i>Congratulations! Your exhibit/display is up, and the public is recording their answers to the question, "What does Liberty mean to me."</i>
	PT: Continue planning the events of July 4, 2026. How will you celebrate this special day, and the role your interactive exhibit/display played in the celebration?
	If you plan to keep the exhibit/display up after July 4, 2026, set a definite date for de-installation.
	PT: Set a date to send out July 4 th celebration advertising.



July 4, 2026

Celebration Day!








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



Once the exhibit is down, gather all the tags and mail them to the New Mexico Farm and Ranch Heritage Museum for entry into a database of responses from all over the state.

Decide what you will do with the living trees from your exhibit/display. These could be planted in a special "Liberty Tree Garden" or planted on the grounds of your facility. Perhaps you will get a special plaque for this special garden which includes an explanation of why it was created (in celebration of the 250th anniversary of the signing of the Declaration of Independence).


				
PLANNING	OPTION A	OPTION B	CELEBRATION DAY	ARCHIVING

2023



OPTION B – Wall Exhibit/Display

<input type="checkbox"/>	Feb-Mar	Create a project team (PT). This team will plan your project and make it happen.
<input type="checkbox"/>		PT: Begin a preliminary discussion about the project. <i>Remember to allow at least 6 months prior to July 4, 2026 for the public to write their responses to the question “What does Liberty mean to me?”</i>
<input type="checkbox"/>		PT: Answer the questions on the Project Team Discussion Questions sheet. <i>Refer to the sheet.</i>
<input type="checkbox"/>		PT: Define the scope of your project. Will it be an exhibit for a wall, a floor-type display? How much space do you have available for the project?
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<input type="checkbox"/>	April-May	PT: Begin discussions about the funding for your project. Will you need to apply for a grant or perhaps work with another group? Begin checking grants and grant requirements. If you have found a grant that fits your project, begin the application process. <i>Note: Be precise, be thorough, and most importantly, be patient as you go through the application process. If you are going to work with other local entities on your project, now is the time to make those contacts. For example: Rural communities may decide to work with local school students to design and build their project.</i>
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2025



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<input type="checkbox"/>	Dec	PT: Begin thinking about how you will advertise the opening of your Liberty Tree exhibit/display. <i>Remember, you want to allow no less than six months for the public to interact with your exhibit/display.</i>
<input type="checkbox"/>		PT: Complete construction/installation of your display. Make sure you have all needed tags, writing materials, etc.

2026



OPTION B

Jan - June

Congratulations! Your exhibit/display is up, and the public is recording their answers to the question, "What does Liberty mean to me?"

PT: Continue planning the events of July 4, 2026. How will you celebrate this special day, and the role your interactive exhibit/display played in the celebration?

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July 4, 2026



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