# **Checklist for Planning and Launching Curating Community Digital Collections (CCDC)**

## Grant Program Planning

* Develop budget and acquire funding
* Hire program coordinator
* Identify virtual communication platforms and tools for project
* Build and populate program website with key program information

## Application Process

* Outreach to information school programs
* Outreach to potential host sites
* Student application process
* Select students
* Coordinate with information school program staff
* Host site application process
* Select host sites
* Select mentors

## Summer Program Preparation

* Spring visit to selected host sites
* Review and further develop individual project plans with host sites
* Match students/host sites/mentors and announce teams
* Set up Google Drive or other virtual work and communication environments
* Pre-workshop communications and activities
	+ Workshop logistics
	+ Readings and homework
* Plan Immersion Workshop
	+ Location
	+ Accommodations
	+ Transportation
	+ Food + beverages
	+ A/V set up
	+ Agenda
* Develop Immersion Workshop curriculum
	+ Activities
	+ Lectures/presentations
* Post-workshop evaluation

## Summer Program

* Launch summer program
* Stipends and reimbursements
* Communication, outreach and blog posts
* Mid-summer site visits to host sites – all team members + program coordinator
* Virtual capstone event

## Outreach, Reporting and Evaluations

* Six-month evaluations
* Two-year evaluations
* Outreach
* Presentations and publications
* Interim reports to funding agency
* Final reports to funding agency

## Acknowledgments

For more information, visit Curating Community Digital Collections: <https://recollectionwisconsin.org/digipres>

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