



PROJECT DIRECTOR'S FINAL REPORT

DUE: []

Program Title: _____ HRC # _____

Name of sponsoring group: _____

1. How many attended the program(s): _____

2. Age range of audience (check all that apply):

- Grade School
- College Students
- Middle School
- Adults
- High School
- Seniors

3. Rate the program based on the audience reaction form and your overall experience.

- Excellent
- Good
- Average
- Fair
- Poor

4. Overall comments on the program:

5. Were HN procedures for applications, payments, reports, etc., satisfactory? What changes (if any) would you suggest?

6. Other comments:

7. Cost Sharing. List actual or estimated values of volunteer time or resources. This will help Humanities Nebraska receive matching funds from the National Endowment for the Humanities. List the amounts below. You are required to keep records and receipts of this program for three years.

<u>Description</u>	<u>\$ Value</u>
Time: _____	_____
Postage: _____	_____
Telephone: _____	_____
Other: _____	_____
Total:	_____

COMPLETE THE CHECKLIST ON THE REVERSE SIDE OF THIS FORM AND SIGN AT THE BOTTOM OF THE PAGE.

SPEAKERS BUREAU REQUIREMENTS CHECKLIST

BEFORE THE PROGRAM

- ❑ **Publicize your program, using the enclosed HN Publicity Packet.** Follow requirements indicated, including sending a press release and HN logo to local media, using HN logo on all printed materials in connection with the program, and showing HN's video at the program, if possible.
- ❑ **Contact your speaker again a few days prior to the program.** Confirm the date and time of your program. Make sure that they have directions to the location and ask them about their needs (equipment, electrical outlets, etc.). Let them know how much time has been allotted for the presentation and how much has been allotted for discussion.
- ❑ **Watch for your check from HN to pay the presenter.** Refer to the enclosed confirmation copy of your request form to see the amount of payment coming from HN. **THE FULL AMOUNT OF THE CHECK SENT TO YOU IS TO BE PAID TO THE PRESENTER.** *IMPORTANT! If a check from HN has not arrived five days before the program date, contact HN as soon as possible (402-474-2131).

AT THE PROGRAM

Before the program

- ❑ **Photocopy the *Audience Reaction Forms*** and distribute at the program.
- ❑ **Display the current HN poster at the program site.** If you need more posters, call us.
- ❑ **Read HN's program introduction card** (enclosed in the publicity packet) at the beginning of your program.

At the end of the program

- ❑ **Allow time for a formal question-and-answer period.**
- ❑ **Distribute copies of the *Audience Reaction Form* and gather responses.**
- ❑ **Pay the presenter in full at the time of the program.**

FOLLOWING THE PROGRAM

- ❑ **Send notes** to your state senator and the local offices of your congressional representatives thanking them for supporting Humanities Nebraska and the National Endowment for the Humanities.
- ❑ **Transfer written comments from the *Audience Reaction Forms* to the *Project Director's Final Report*.** Send in any donations or addresses that are collected at the program.
- ❑ **Complete the remainder of the *Project Director's Final Report* and return to HN. Reports are due within 10 days after the program.**

I certify that the above information is correct, and that all expenses listed were incurred for the purpose of the program in accordance with the agreed-upon condition of the grant. On behalf of my organization, I certify that we met all HN requirements set forth in this packet.

Project Director's Signature

Date

Humanities Nebraska • 215 Centennial Mall South #330 • Lincoln, NE 68508 • 402-474-2131
e-mail: info@humanitiesnebraska.org • website: www.humanitiesnebraska.org

