

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 (*please check all categories that apply*):

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Grade School | <input type="checkbox"/> Middle School | <input type="checkbox"/> High School |
| <input type="checkbox"/> College Students | <input type="checkbox"/> Adults | <input type="checkbox"/> Seniors |

3. Please rate the program based off the audience reaction form and your overall experience:

- Excellent
- Good
- Average
- Fair
- Poor

4. Overall comments on program:

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

6. Other comments:

7. **Cost Sharing.** *By listing actual or estimated values when time or resources were given on a volunteer basis, you assist the Nebraska Humanities Council with receiving matching funds from the National Endowment for the Humanities. Please list the appropriate amounts below. **You are required to keep records/receipts of this program for three years.***

Description	\$ Value
Time: _____	_____
Postage: _____	_____
Telephone: _____	_____
Other: _____	_____
Total:	_____

PLEASE 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 NHC Publicity Packet.** Follow requirements indicated, including sending a press release and NHC logo to local media, using NHC logo on all printed materials in connection with the program, and showing the NHC 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 the NHC to pay the presenter.** Refer to the enclosed confirmation copy of your request form to see the amount of payment coming from the NHC. **THE FULL AMOUNT OF THE CHECK SENT TO YOU IS TO BE PAID TO THE PRESENTER.** *IMPORTANT! If a check from the NHC has not arrived five days prior to the program date, contact the NHC as soon as possible (402-474-2131).
- ❑ **Make copies of the *Audience Reaction Form*.**

AT THE PROGRAM

Before the program begins

- ❑ **Display the NHC poster at the program site.** If you need more posters, please call us.
- ❑ **Distribute the *Audience Reaction Forms*.**
- ❑ **Read the NHC program introduction card** (enclosed with the check to pay the presenter) at the beginning of your program.

At the conclusion of the program

- ❑ **Allow time for formal Q and A period.**
- ❑ **Collect *Audience Reaction Forms* and any donations.**
- ❑ **Pay the presenter in full after the program.**

FOLLOWING THE PROGRAM

- ❑ **Send thank you notes** to your state senator and the local offices of your congressional representatives thanking them for supporting the Nebraska Humanities Council and the National Endowment for the Humanities.
- ❑ **Complete the *Project Director's Final Report*.** Reports are due within 10 days after the program date.
- ❑ **Send *Audience Reaction Forms* and donations** that are collected during the program to the NHC along with the *Project Director's Final Report*.

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 all NHC requirements set forth in this packet were met.

Project Director's Signature

Date

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