



Utah Humanities Council's  
**Public Square**  
 Program Coordinator Evaluation

PROGRAM #:  
 \_\_\_\_\_

**PART A: BASIC INFORMATION**

Discussion Leader's Name:  
 \_\_\_\_\_

Sponsoring Organization:  
 \_\_\_\_\_

Program Title:  
 \_\_\_\_\_  
 \_\_\_\_\_

Program Location:  
 \_\_\_\_\_

Presentation Date:  
 \_\_\_\_\_

City:  
 \_\_\_\_\_

County:  
 \_\_\_\_\_

Audience Total: Breakdown # of Male/Female

Approximate Age Range:  
 \_\_\_\_\_

Possible Ethnicities:  
 \_\_\_\_\_  
 \_\_\_\_\_

Coordinator Name and Phone #:  
 \_\_\_\_\_  
 \_\_\_\_\_

| FINAL BUDGET TOTALS         | ACTUAL AMOUNT |
|-----------------------------|---------------|
| UHC Funds Expended          | 1)            |
| In-Kind Matching Documented | 2)            |
| Cash Matching Documented    | 3)            |
| (Add lines 2 + 3)           |               |
| TOTAL                       | 4)            |

**PART B: EVALUATION**

**Audience**

Please describe audience participation. Was it primarily a question and answer session or a true discussion? What were the most interesting points raised?

**Publicity**

Discuss how UHC was credited and how publicity was disseminated and attach publicity samples.

**Discussion Leader Presentation**

Comment on both strong and weak points of the presentation and provide suggestions for improvement.

Recommendations

Are there other topics and/or discussion leaders that you would like to see offered through UHC's Public Square?

We Need Your Help

We want this program to be a success and would like to continue to provide free discussion leaders and enriching presentations to organizations across the state. Please help us spread the word and recommend to us other organizations that we could contact about sponsoring a discussion leader from UHC's Public Square.

Rate the quality of the discussion leader's program:

|                          | Excellent | Good | Fair | Unsatisfactory |
|--------------------------|-----------|------|------|----------------|
| Presentation             |           |      |      |                |
| Discussion               |           |      |      |                |
| Slides/Audio/Visual Aids |           |      |      |                |

**PROGRAM COORDINATOR CHECK-LIST**

\_\_\_ Attach PROGRAM COORDINATOR form

\_\_\_ Attach AUDIENCE SIGN-IN sheet

\_\_\_ Attach AUDIENCE EVALUATION form

\_\_\_ Attach COPIES OF ALL PUBLICITY

Please submit to:  
Utah Humanities Council  
Attn: Maria Torres  
202 West 300 North  
Salt Lake City, UT 84103