



Program # _____

Utah Humanities Speakers Bureau Program Coordinator Evaluation

Speaker: _____ Presentation Date: _____

Program Title: _____ Total Attendance: _____

Sponsoring Organization: _____

Location: _____

Note: You must complete the matching chart on the back of this page. If you have questions, please call UHC at 801-359-9670.

1. Rate the quality of the speaker's program:

	Excellent	Good	Fair	Unsatisfactory
Speaker				
Slides/ Audio/Visual Aids				

2. Please comment on the presentation and the most interesting points raised in the discussion.

3. How did you credit UHC at the program and in written materials?

4. Estimate audience composition in terms of age, gender, occupation, and race/ethnicity:

5. How did you publicize the program? Attach copies of any news clippings, flyers, newsletters or other publicity developed for your program.

6. Do you think the planning for this program was adequate? How could it have been improved?

7. Do you have suggestions for UHC's Speakers Bureau - programming or administration?

8. Are there other topics and/or speakers that you would like to see offered through the Road Scholar Program?

Note: You must complete the matching chart on the back of this page. If you have questions, please call Marie at 801-359-9670.

Please estimate the dollar value of the time, materials, and services you and/or your organization contributed to sponsor this program, and put a figure in every applicable space. This estimate is very important to us in demonstrating that the public shares the expense of these federally-funded events. Please distinguish between in-kind donations (contributions of time or services where no cash changes hands) and cash donations (where money was spent on some aspect of the program). Make your best guess, and call the UHC office if you have any questions.

Note: Every Speakers Bureau program should be able to show at least \$200 in matching. Many sponsors document much more, and we encourage you to show all qualified matching contributions.

Cash Expenses

Facility/Meeting Space Rental	
Audio-Visual Equipment Rental	
Office Supplies/Publicity Expenses	
Postage Expenses	
Other (please specify): _____	
Total Cash Donations	

In Kind Donations (non-cash contributions)

Volunteer time (____ hours x \$10 hr) <i>planning, coordinating, evaluating, etc.</i>	
Donated Facility/Meeting Space use \$50 if no fee is established	
Office Supplies/Publicity	
Other (please specify): _____	
Total In-Kind Donations	

Grand Total Cash and In-Kind Donations	\$
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Please return to: Speakers Bureau * Utah Humanities Council
 202 W 300 N * Salt Lake City, UT 84103
 801-531-7869 Fax * 801-359-9670 Phone
www.utahhumanities.org