

**Speakers Bureau Evaluation**

Topic \_\_\_\_\_  
 Speaker \_\_\_\_\_ Program date \_\_\_\_\_  
 Sponsor \_\_\_\_\_ in City \_\_\_\_\_  
 Audience count \_\_\_\_\_ Your name \_\_\_\_\_

1. *During the presentation the audience appeared (check one):*

- very attentive (good eye contact, positive body language)
- tolerant (occasional eye contact, some restlessness)
- disengaged (little eye contact, irrelevant chatting)

**Comments:**

2. *Dialogue between speaker and the audience took place:*

- more than 50% of the discussion segment's duration
- minimally
- not at all

*Audience questions and comments were addressed by speaker:*

- thoroughly
- satisfactorily
- superficially
- not at all

*Audience discussion continued after the program ended:*

- among audience members & with speaker
- some chatting occurred
- no time

**Comments:**

3. *The audience appeared to understand the subject matter:*

- very well, clearly gaining new insights from the program
- adequately, with most information apparently already familiar
- poorly, showing little grasp and/or a lack of interest in the topic
- not at all

*The audience offered analytical comments/questions:*

- yes
- no

*The audience made connections between the topic and current issues:*

- yes
- no

**Comments:**

(Please circle)	Excellent	Very Good	Adequate	Poor
<i>How would you rate the effectiveness of this program?</i>	1	2	3	4
<i>How would you rate the effectiveness of the presenter?</i>	1	2	3	4

*Did the program meet your expectations?*  yes  somewhat  no (please explain below)

**Please share additional comments about the speaker, program, and/or topic below and/or on the back.**

SB \_\_\_\_\_

**Humanities Kansas**  
112 SW 6th Ave., Suite 400  
Topeka KS 66603-3895  
785/357-0359 • 785/357-1723 fax

### SPEAKERS BUREAU Local Contributions Report

Local contributions, also known as cost share, ensure that Humanities Kansas is able to meet its requirements to the National Endowment for the Humanities. Remember:

- All organizations complete this form.
- Local contributions need to equal the amount received from HK.
- Everything used or done in support of the Speakers Bureau event in your community has a value.
- Please complete and return within 2 weeks of the final Speakers Bureau event.
- Contact HK at 785/357-0359 if you have questions.

Sponsor Organization \_\_\_\_\_ City \_\_\_\_\_

Local Project Director's Name \_\_\_\_\_ Grant Award Amount \$ \_\_\_\_\_

Date of Event \_\_\_\_\_

	<u>EXAMPLE</u>	<u>YOUR COSTS</u>
<b>Project Administration</b>	\$240.00	\$ _____
<i>Ex: 1 Staff @ 2 hrs for event x \$20/hr \$40</i>		
<i>1 Staff @ 1 hr for set up X \$20/hr \$20</i>		
<i>1 Staff @ 1 hr for clean up x \$20/hr \$20</i>		
<i>1 Staff @ 2 hrs planning and PR x \$20 \$40</i>		
<i>designing and hanging up flyers</i>		
<i>creating display featuring the Speakers Bureau topic</i>		
<i>updating website social media announcements (sending out tweets, facebook updates)</i>		
<i>4 Volunteers @ 2 hrs each x \$15 \$120</i>		
<b>Local Travel by Staff or Volunteers</b>	\$30.00	\$ _____
<i>Ex: 4 persons x 15 miles each x 50 cents per mile</i>		
<b>Speakers Bureau Presenter Uncompensated Time</b>	\$150.00	\$ _____
<i>\$150 in preparation for event</i>		
<b>Equipment and Meeting Room Usage</b>	\$100.00	\$ _____
<i>Note: Even if you did not pay for room rental, there is a fair market value for meeting room use.</i>		
<i>Ex: Room @ \$100 value</i>		
<b>Telephone</b>	\$4.00	
<i>Ex: 2 calls to presenter</i>		
<b>Promotions and Advertisement</b>	\$525.00	
<i>Note: Even if you did not pay for this type of advertising, there is an assigned cost share value for each.</i>		
<i>Article in your organization's newsletter @ \$25</i>		
<i>Notice on your organization's website @ \$25</i>		
<i>Notice in the local newspaper calendar of events @ \$25</i>		
<i>Ad in your local newspaper @ \$50</i>		
<i>Article in your newspaper @\$100 x 4 area newspapers</i>		
<b>Refreshments</b>	\$20.00	\$ _____
<i>Ex: \$20</i>		
<b>Other (please describe)</b>		\$ _____
<b>TOTAL</b>	<b>\$1,069.00</b>	<b>\$ _____</b>

\_\_\_\_\_ Date

\_\_\_\_\_ Project Director's Signature