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 2 3 4

How would you rate the effectiveness of this program? 1 2 3 4

How would you rate the effectiveness of the presenter? 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.
**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 __________________________

<table>
<thead>
<tr>
<th><strong>EXTRA</strong></th>
<th><strong>YOUR COSTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Administration</strong></td>
<td>$240.00</td>
</tr>
<tr>
<td><em>Ex: 1 Staff @ 2 hrs for event x $20/hr</em></td>
<td>$40</td>
</tr>
<tr>
<td><em>1 Staff @ 1 hr for set up X $20/hr</em></td>
<td>$20</td>
</tr>
<tr>
<td><em>1 Staff @ 1 hr for clean up X $20/hr</em></td>
<td>$20</td>
</tr>
<tr>
<td><em>1 Staff @ 2 hrs planning and PR x $20</em></td>
<td>$40</td>
</tr>
<tr>
<td><strong>designing and hanging up flyers</strong></td>
<td><strong>$120</strong></td>
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<tr>
<td><strong>creating display featuring the Speakers Bureau topic</strong></td>
<td><strong>$120</strong></td>
</tr>
<tr>
<td><strong>updating website social media announcements (sending out tweets, facebook updates)</strong></td>
<td><strong>$120</strong></td>
</tr>
<tr>
<td>4 Volunteers @ 2 hrs each x $15</td>
<td><strong>$120</strong></td>
</tr>
</tbody>
</table>

**Local Travel by Staff or Volunteers** $30.00

*Ex: 4 persons x 15 miles each x 50 cents per mile*

**Speakers Bureau Presenter Uncompensated Time** $150.00

*$150 in preparation for event*

**Equipment and Meeting Room Usage** $100.00

*Note: Even if you did not pay for room rental, there is a fair market value for meeting room use.*

*Ex: Room @ $100 value*

**Telephone** $4.00

*Ex: 2 calls to presenter*

**Promotions and Advertisement** $525.00

*Note: Even if you did not pay for this type of advertising, there is an assigned cost share value for each.*

- *Article in your organization’s newsletter @ $25*
- *Notice on your organization’s website @ $25*
- *Notice in the local newspaper calendar of events @ $25*
- *Ad in your local newspaper @ $50*
- *Article in your newspaper @ $100 x 4 area newspapers*

**Refreshments** $20.00

*Ex: $20*

**Other (please describe)** $_________

**TOTAL** $1,069.00

Date __________________________ Project Director’s Signature __________________________