

Project Director's Poet Laureate of Kansas Report

Please submit this completed form within 2 weeks after the Poet Laureate of Kansas event.

Sponsor Site _____

Program date _____

Audience count _____ **Your name** _____

1. Did the poet present in a manner appropriate for a general audience? Yes No
(please explain)

Please consider the level of audience engagement:

2. Dialogue between poet and the audience took place:
 Strong, active dialogue moderate minimal not at all

3. Audience questions and comments were addressed by the poet:
 thoroughly satisfactorily superficially not at all

4. The audience appeared to understand the poetry:
 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 poems
 not at all

5. The audience offered analytical comments/questions: Yes No

6. The audience made connections between the poetry and current issues: Yes No

Comments:

Please consider the program process:

7. Did this program help your organization reach new audiences?
 Yes *(if Yes, how?)* No *(if No, why not?)*

8. Did this program help your organization meet its mission and goals?
 Yes *(if Yes, how?)* No *(if No, why not?)*

9. Would you have been able to conduct this program without HK support? Yes No

(Please circle)

How would you rate the effectiveness of this program?

Excellent	Very Good	Adequate	Poor
1	2	3	4

Did the program meet your expectations? Yes Somewhat No *(please explain)*

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

Cost Share Report: Poet Laureate of Kansas

Everything involved in an event has value—from staff and volunteer time to the room in which you hosted the event. Even if you do not pay actual money for it, HK asks that you place value on all you do to make your program a success. Estimate the time and items that your organization and/or individual members used. (Below each category is an example to help you assign a "dollar" value.)

Sponsoring Organization _____

Project Director's Name _____

Date of Program _____ **City** _____

	EXAMPLE	YOUR COSTS
Personnel (local program preparation) <i>Ex: 1 staff @ 2 hours x \$20 per hour</i> <i>4 volunteers @ 2 hours each x \$15 per hour</i>	\$40.00 \$120.00	\$ _____
Local Travel by Staff or Volunteers <i>Ex: 4 persons x 15 miles each x 50 cents per mile</i>	\$30.00	_____
Poet Laureate's Uncompensated Time	\$150.00	_____ 150.00
Telephone <i>Ex: 2 calls to speaker</i>	\$4.00	_____
Equipment/Facilities Rental <i>Ex: Room @ \$100 value</i>	\$100.00	_____
Promotions & Advertisement <i>Ex: Posters around town</i> 20.00 <i>Newsletter article</i> 25.00 ea <i>Notice on your website</i> 25.00 ea <i>Newspaper notice/calendar note</i> 25.00 ea <i>Newspaper ad</i> 50.00 ea <i>Newspaper article</i> 100.00 ea	\$245.00	_____
Refreshments	\$20.00	_____
Other (please describe)	\$20.00	_____
EX. TOTAL	\$729.00	\$ _____
		YOUR TOTAL

Date

Project Director's Signature