

Project Director's TALK Report

TK _____

Please submit the following reports within 2 weeks after the last TALK discussion:

- Project Director's TALK Reports (one for each book)
- Cost Share Report

TALK Book _____

Discussion Leader _____ Program date _____

Sponsor _____ in City _____

Audience count _____ Your name _____

1. *Dialogue between discussion leader 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 discussion leader:

- thoroughly
- satisfactorily
- superficially
- not at all

Audience discussion continued after the program ended:

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

Comments:

2. *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)

How would you rate the effectiveness of this book?

Excellent Good Adequate Poor

1 2 3 4

How would you rate the effectiveness of the discussion?

1 2 3 4

Did the TALK program meet your expectations?

- yes
- somewhat
- no

Please explain your answer:

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

Cost Share Report: HK TALK

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 @ each discussion x \$20/hr</i>	160.00	\$ _____
<i>4 volunteers @ 2 hrs each x \$15/hr</i>	120.00	
Local Travel by Staff or Volunteers		
<i>Ex: 4 persons x 15 miles each x 50 cents per mile</i>	24.60	_____
Discussion Leaders Uncompensated Time	450.00	_____
<i>Ex: \$150 in preparation per discussion x 3 discussion leaders</i>		
Library Courier		
<i>% of costs for delivery and pick-up of TALK books</i>	14.00	_____
Telephone		
<i>Ex: 2 calls to speaker</i>	4.00	_____
Equipment/Facilities Rental		
<i>Ex: Room @ \$100 value x 3 events</i>	300.00	_____
Promotions & Advertisement	600.00	_____
<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	
Refreshments	60.00	_____
<i>Ex: \$20 x 3 events</i>		
Other (please describe)		_____
EX. TOTAL	\$1692.60	\$ _____
		YOUR TOTAL

Date _____

Project Director's Signature _____