

Virtual TALK Evaluation

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 (only one)

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 Virtual 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)			
Ex: 1 staff @ each discussion x \$20/hr	160.00	\$ 240.00	\$ _____
4 volunteers @ 2 hrs each x \$15/hr	120.00		
Discussion Leaders Uncompensated Time		450.00	_____
Ex: \$150 in preparation per discussion x 3 discussion leaders			
Library Courier			
% of costs for delivery and pick-up of TALK books		14.00	_____
Telephone			
Ex: 2 calls to speaker		4.00	_____
Equipment/Facilities Rental			
Ex: Room @ \$100 value x 3 events		300.00	_____
Promotions & Advertisement		600.00	_____
Ex: Posters around town	20.00		
Newsletter article	25.00 ea		
Notice on your website	25.00 ea		
Newspaper notice/calendar note	25.00 ea		
Newspaper ad	50.00 ea		
Newspaper article	100.00 ea		
Refreshments		60.00	_____
Ex: \$20 x 3 events			
Other (please describe)			_____
		\$1608.00	\$ _____
		EX. TOTAL	YOUR TOTAL

Date

Project Director's Signature