

## Project Director's Poet Laureate of Kansas™ Report

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

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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

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(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

No (please explain)

Somewhat

**Humanities Kansas**  
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**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
<b>Personnel (local program preparation)</b>		
<i>Ex: 1 staff @ 2 hours x \$20 per hour</i>	\$ 40.00	\$ _____
<i>4 volunteers @ 2 hours each x \$10 per hour</i>	80.00	
<b>Local Travel by Staff or Volunteers</b>		
<i>Ex: 4 persons x 15 miles each x 41 cents per mile</i>	24.60	_____
<b>Poet Laureate's Uncompensated Time</b>	150.00	<u>150.00</u>
<b>Supplies/Duplicating</b>		
<i>Ex: Letterhead for notice to 50 members x 2.50</i>	17.50	_____
<i>Duplicating 50 copies</i>	5.00	
<b>Telephone</b>		
<i>Ex: 2 calls to speaker</i>	4.00	_____
<b>Equipment/Facilities Rental</b>		
<i>Ex: Room @ \$100 value</i>	100.00	_____
<b>Promotions &amp; Advertisement</b>	220.00	_____
<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	
<b>Refreshments</b>	20.00	_____
<b>Other (please describe)</b>	20.00	_____
	\$681.10	\$ _____
	EX. TOTAL	<b>YOUR TOTAL</b>

\_\_\_\_\_  
Date

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