

Virtual 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. Did dialogue between speaker and the audience take place:

- yes
- not at all
- some interaction occurred

Describe:

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	Very Good	Adequate	Poor
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.

SB _____

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VIRTUAL 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: **\$250.00**

Date of Event _____

	<u>EXAMPLE</u>	<u>YOUR COSTS</u>
Project Administration Ex: 1 Staff @ 2 hrs for event x \$20/hr = \$40 1 Staff @ 2 hrs planning and PR x \$20 = \$40 updating website and social media announcements	\$80.00	\$ _____
Speakers Bureau Presenter Uncompensated Time \$150 in preparation for event	\$150.00	\$ _____
Equipment and Meeting Room Usage (if applicable) <i>Note: Even if you did not pay for room rental, there is a fair market value for meeting room use.</i> Ex: Room @ \$100 value	\$100.00	\$ _____
Telephone Ex: 2 calls to presenter	\$4.50	\$ _____
Promotions and Advertisement <i>Note: Even if you did not pay for this type of advertising, there is an assigned cost share value for each.</i> <ul style="list-style-type: none">• Create social media event @ \$25• 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	\$550.00	\$ _____
Other (please describe)		\$ _____
TOTAL	\$884.50	\$ _____

Date

Project Director's Signature