

LITERARY EVENT GRANTS OF GEORGIA

SPONSOR EVALUATION

EVENT DESCRIPTION

Sponsoring Organization _____

Event _____

Date(s) _____

No. of Sessions: Reading(s) _____ Workshop(s) _____ In-Class Instruction _____

Writer's Name _____

Event Site _____ Event County _____

Event Site Address _____

Event Director _____

Money Requested _____ Total Paid to Writer _____

Sponsor Agrees to Pay: _____ LEGG Agrees to Pay: _____

EVENT REPORT

How many attended the reading(s)? _____ How many attended the workshop(s)? _____

Was there publicity for the event? _____ Amount of Admission/Registration Fee(s)? _____

Total In Kind Donations?:

Travel _____ Publicity _____ Food _____ Other _____

Total Expenses paid by Sponsor:

Travel _____ Publicity _____ Food _____ Other _____

Literary Events Grant of Georgia is funded by the Georgia Council for the Arts and the National Endowment for the Arts

Georgia Writers Association | 440 Bartow Avenue, Kennesaw, GA 30144 | (470) 578-4736

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SPONSOR EVALUATION

WRITE A BRIEF NARRATIVE EVALUATION

Write a brief narrative and include:

- Comments on the composition of the audience and level of community involvement
- Audience's response
- Author(s) effectiveness
- Suggestions for improvements in LEGG program

CLOSING INSTRUCTIONS

Event Director is to complete this form and return it to Georgia Writers Association within fifteen days of the completion of the event. Sponsors are REQUIRED to submit all promotional materials along with this form, including print copies of web pages and emails, that highlight the logos of the Georgia Writers Association, the Georgia Council for the Arts, and the National Endowment for the Arts. Proof of verbal acknowledgment made at the event must be submitted if there are no written promotional materials. Please submit all promotional materials used for the event either by mail to Georgia Writers Association, 440

Bartow Avenue, Kennesaw, GA 30144 OR fax it to 470-578-9057.

Signature: _____

Date: _____



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