

# 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 470-578-6524.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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