



Virtual Program Checklist

Before

- Alert your Program Officer that you are hosting an event. Email a completed event form, photo, and web links (Facebook, EventBrite, etc.) to be featured on our [online calendar](#).
- Add our logo and acknowledgment language to your publicity materials (in Toolkit). Get these approved by your Program Officer before publicizing.

During

- Keep track of attendance for your Public Programming Log.
- Ask attendees to complete our online audience survey. Please be sure to use the appropriate link below, depending on your Grant Program.
 - Humanities for All Project Grant: <https://www.surveymonkey.com/r/BKD5HXX>
 - Humanities for All Quick Grant: <https://www.surveymonkey.com/r/GZZMVTW>
 - CDP NextGen: <https://www.surveymonkey.com/r/NWMHYS3>
 - CDP: <https://www.surveymonkey.com/r/NS9VWGB>
 - Library Innovation Lab: <https://www.surveymonkey.com/r/M99G8LP>

Note: Our survey system **requires** respondents to identify your Grant Number or Project Title to submit feedback. Please make this information available during and after the program. We recommend that you show it on a slide (if your virtual program includes a PowerPoint or similar presentation software), or that you send it in your follow up thank you email. If you don't know your Grant Number, check your grant agreement or ask our staff.

After

- Enter final attendance in Public Programming Log (in Toolkit)—this will go in your Final Report. Use the address of your headquarters to determine congressional district.

Thank you, and we hope you have a successful event!

Questions? Email Program Assistant Kirsten Vega at kvega@calhum.org