



California Humanities Public Programming Log Instructions

Note that there are two (2) tabs in this Excel spreadsheet:

- 1) Activities Tab
- 2) Visibility and Awards Ta

Before completing the public programming log in the Excel spreadsheet template, please review the instructions below.

Under the Activities Tab:

1. Fill out the name of your California Humanities-funded project in the highlighted cell on Row 4.
2. Update the form to reflect your completed activities.
 - *Note: You may add additional rows as needed.*
 - *Note: You can copy and paste event information if you hosted the same event multiple times and/or at multiple locations.*

Event Information (columns A through J)

a. Date: Confirm or write in the date of the event. If the event spanned several days, weeks, or months, write in the full time period (e.g., Sept-Nov or Sept 1 - Oct 31 2018).

b. Venue/location: Confirm or write in the name of the location where the event was held.

c. CA Congressional District: Confirm or write in the Congressional District (1-53) where the event was held. If unsure, visit <http://www.house.gov/representatives/find/> and/or include City/Zip in the following columns.

d. City: Confirm or write in the California city where the event was held

e. Zip: Confirm or write in the California zip code of the location in which the event was held, only if Congressional District is unknown.

f. Partners: If applicable, list any and all organizations that you worked with to plan and/or implement the event.

g. Approx. Number of Humanities Advisors Involved: Write in the approximate number of humanities advisors (academics, content experts, culture bearers, etc.) who were involved with planning and/or implementing the event.

h. Activities: Briefly describe the activities that took place as part of the event.

i. Project/Event Type: Please choose the category that best describes your project/event (there is a drop down menu in the cell that appears when you click on the cell and click on the icon with the triangle).

- *Media projects (broadcasts only)*
- *Digital projects (including all web and social media projects)*
- *Publications (do not include regularly produced brochures and newsletters)*
- *Exhibitions*
- *Discussion programs (includes book, film, lecture and discussion, conversation projects)*
- *Conferences, symposia, lectures*
- *Literacy projects*
- *Festivals (book, film, theater, fairs, other celebrations)*
- *Performances and presentations (including living history, Chautauqua, Speakers Bureau)*
- *Fellowships for college and university faculty*
- *Projects for K-12 teachers (including institutes, seminars, workshops, fellowships, awards, curricular projects)*
- *Projects for students (including History Day, authors/scholars in schools, oral history)*
- *Preservation and access projects*
- *Local history projects (cultural heritage, walking tours, cultural trips, research, local oral history projects)*

Estimated Number of Participants/Attendees (columns J through L:)

j. Total: Write in the total number of participants or attendees, or your best approximation

k. Primary Audience: Use the drop down list to indicate the primary audience of the event. This question is optional. (Note: there is a drop down menu in the cell that appears when you click on the cell and click on the icon with the triangle).

The categories provided are:

- *Active Military*
- *Children/Youth*
- *Economically Disadvantaged*
- *Ethnic Minority*
- *Faith-Based*
- *Families*
- *Homeless*
- *LGBT*
- *Mentally Challenged*
- *New Immigrants/Refugees*
- *Physically Disabled*
- *Seniors*
- *Veterans*
- *Other*

(Continued on next page)

l. Other: Add additional details about your audience here. If none of the audience types in column K apply, select "other" in column K and describe the primary audience here.

Under the Visibility and Awards Tab:

Did your project garner any media coverage? If yes, please list each article or story separately in the space below and include the publication or broadcast date, name of media organization, location, and any other significant details. Please submit a copy of the story or url link (for electronic media) as part of your collateral.

- Date of coverage:
- Name of media organization:
- Title of story:
- Name of Journalist
- Short description of piece

Did your project garner any awards or recognition? If yes, please list each award separately in the space below and include the award name, name of organization that gave the award, location, and any other significant details about the award. Please submit a copy or image of the award as part of your collateral.

- Date Award Received
- Awarding organization name
- Award name
- Award Amount (if applicable)
- Short Description of award