

## Using the Audience Survey

### Directions for Mail-In Audience Survey:

1. Label each survey with your Grant Number and Project Title prior to printing and distributing to audience.
2. Feel free to update the word “program” as it fits with the event you are holding (i.e. exhibit, event, project, etc.)
3. Ensure that California Humanities logo remains on the survey.
4. Collect at least 30 responses from participants to ensure statistical significance of results. Please submit no more than 100 total per project.
5. Submit surveys by mail or upload a single file PDF to the [Grant Portal](#).

### Mail surveys to Oakland Office:

Attention: Grants Manager  
California Humanities  
538 9<sup>th</sup> Street, Suite 210  
Oakland, CA 94607

### Directions for Online Audience Survey:

1. Share this link with your attendees:  
<https://www.surveymonkey.com/r/NS9VWGB>
  - a. Note: They will need to enter the event name or grant number to complete this survey. Please provide this information to the attendees as they depart or in a post-event follow up.
  - b. After your event, write to Kirsten Vega at [kvega@calhum.org](mailto:kvega@calhum.org) for a download of your surveys.