Virtual Program Checklist

Before

☐ Alert your Program Officer that you are hosting an event. E-mail 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.

- o Humanities for All Project Grant: https://www.surveymonkey.com/r/BKD5HXK
- o Humanities for All Quick Grant: https://www.surveymonkey.com/r/GZZMVTW
- o CDP NextGen: https://www.surveymonkey.com/r/NWMHYS3
- o 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. Perhaps show it on a PowerPoint slide or send it in your follow up thank you e-mail. 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 best wishes with the event!
Questions? E-mail Program Assistant Kirsten Vega at kvega@calhum.org