

## Cultural Event/Activity Report Guide

Your report on your cultural event/activity should address the following criteria. You may use this form, write a narrative that addresses these issues, or may annotate your Cultural Event Proposal with this information.

1. Identify the number of attendees at each activity.
2. Share the results of results of formal and informal assessments conducted for each activity (formal assessment should be conducted whenever feasible).
3. Summarize the dollars expended and explain any significant differences between the budget allocations and the budget expenditures.
4. Summarize how your event fulfilled its intended goals.
5. Identify what might be done differently in future years to strengthen the event (as appropriate).