



Host Venue Final Report

This report should be submitted within 30 days of the closing of the Exhibit Envoy traveling exhibition. Please include evaluations of the exhibition and any accompanying public programs and events. Attach copies of press clippings and public announcements, installation and program photographs (.jpg, .png, or .gif preferred) from the exhibition.

Please feel free to attach additional pages as needed to complete this report, or add more comments in a separate word document if sending via email.

Title of Exhibition: _____

Open and Closing Dates of Exhibition: _____

Host Institution: _____

Person Completing the Report: _____

ABOUT YOU AND YOUR COMMUNITY

1) Please provide the following information on your institution and the communities you serve:

Cities: _____

Counties: _____

Population of area served in numbers: _____

Number of full-time staff: _____

Number of part-time staff: _____

Number of volunteers: _____

Please write a paragraph description of your community profile and your institution's service to your community (please describe specific groups served, i.e. seniors, immigrant groups, etc.):

EXHIBITION INFORMATION

2) Please list the total number of visitors to the exhibition and indicate if the figure is actual or estimated:

General Public	_____:	actual	estimate	← please choose one for each line
School Groups/Tours	_____:	actual	estimate	
Senior Groups/Tours	_____:	actual	estimate	
Other Groups/Tours	_____:	actual	estimate	
Special Events	_____:	actual	estimate	
Other	_____:	actual	estimate	
TOTAL VISITATION	_____:	actual	estimate	

3) Audience response was: (Please circle one.)

Extremely Favorable Generally Favorable Neutral Generally Unfavorable Extremely Unfavorable

On what do you base this assessment? (e.g. comment cards, casual conversation, surveys, etc.)

4) Please describe any visitor comments.

(Please attach comments from visitor surveys or other evaluations.)

5) Did this exhibition allow you to bring in any new audiences? Yes No
Did it lead to any new partnerships? Yes No

If yes please describe:

6) Best features of this exhibit were:

7) Features needing improvement:

8) Please rate each of the following support materials by choosing one answer per row.

	Extremely Useful	Generally Useful	Neutral	Generally Not Useful	Not Useful	NA
Exhibition Manual	1	2	3	4	5	0
Press Kit	1	2	3	4	5	0
Teachers' Materials	1	2	3	4	5	0
Gallery Guides	1	2	3	4	5	0

Comments:

9) How did you hear about Exhibit Envoy and/or this exhibit?

10) Is there anything else that you think Exhibit Envoy should know about the process of using one of our exhibitions?

PUBLIC PROGRAM/EVENTS INFORMATION

Please complete this section for each event held in conjunction with an Exhibit Envoy exhibition (make copies of this form as needed). Attach additional information or materials.

Title of program/event: _____

Type of program/Event :

- Symposium/Conference
- Reading & discussion
- Lecture & Performance
- Chautauqua
- Workshop
- Gallery Talk/Tour
- Lecture
- Performance
- Other:

Names of speaker(s)/ presenter(s): _____

Date of program: _____

Location of program: _____

1) Please describe the program/event:

2) Identify total number of people attending the public program. Indicate if this is an actual or estimated number.

Total Attendance _____ actual estimate

3) Audience response was: (Please circle one.)

- Extremely Favorable
- Generally Favorable
- Neutral
- Generally Unfavorable
- Extremely Unfavorable

On what do you base this assessment? (e.g. comment cards, casual conversation, surveys, etc.)

4) Please describe any visitor comments.

(Please attach comments from visitor surveys or other evaluations.)

5) What did the speaker/presenters contribute to the program?

6) Would you recommend the speaker/presenter for other programs (circle one)?

Yes No

Comments:

PLEASE INCLUDE THE FOLLOWING ATTACHMENTS WITH YOUR REPORT:

Copies of press clippings and public announcements, copies of flyers, invitations, installation and program photographs (.jpg, .png, or .gif preferred) clearly labeled.

MAIL FINAL REPORT TO:

Exhibit Envoy
P.O. Box 193307
San Francisco, CA 94119

OR EMAIL:
info@exhibitenvoy.org

THANK YOU!