

VOICES EVALUATION FORM

Voices of a People's History of the United States
attn: Brenda Coughlin
45 Main Street
Suite 547
Brooklyn NY 11201-0027
fax: 347-287-6703
E-mail: voices@peopleshistory.us

In order to track the success and effects of Voices, it is important that you complete this Evaluation Form, indicating how much money you raised and for which groups. We also ask you to share with us your stories, your experiences, and your insight that you have gained as a result of this project and your hard work.

A completed Evaluation Form should be your first priority once you finish your event. You must complete all of the required fields or you will not be approved to organize an event again in the future.

Our ability to improve each year, to report accurate numbers, and share your achievements to the press and public is almost entirely based on the information in these reports. Please note that if you hosted more than one event, you only need to fill out one report covering all of the events. And if you hosted just one event, leave the sections that don't apply to you blank.

Please collect and mail or upload any event programs, posters, fliers, tickets, photos, articles, audio files, video files, or other materials that we can archive and use to document your important work.

Also, consider asking your event beneficiaries to write testimonials of how they will be using your donations to support their work.

You can mail any physical materials to:

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GENERAL INFORMATION

In this section, you are asked for general information about your event. When a number is required, if you do not know the exact number, please provide a good estimate.

Total number of performances:

Total number of people who attended your performance(s):

Capacity of your venue:

Which optional voices (if any) did you choose to include:

Which voices (if any) did you chose not to include:

Did you have a lobby display? Yes No

If so, describe:

Did you have a post-performance talk-back? Yes No

If so, describe:

Did you collect “keep in touch” information? (Please send in with event memorabilia.) Yes
No

Did you offer information about Voices? Yes No

If so, describe:

Did you offer information about any other beneficiaries? Yes No

If so, describe:

Did you have additional activities in conjunction with your event? Yes No

If so, describe:

Specific media coverage obtained (e.g. radio, television, print, etc.). Please remember to send us copies of coverage items (ideally hard copies and email copies, with links):

FINANCIAL INFORMATION

In this section, you are asked to provide financial information about your event. Please choose a currency in the first question and then answer all other monetary questions in all sections of the Evaluation Form using this currency.

Currency

Please select the currency you are using to answer these questions:

US Dollar
Canadian Dollar
Other (specify):

Ticket Prices

What was the price of your tickets?
(If you only had one ticket price, please enter it in the “Highest” box):
Ticket Highest Priced:
Ticket Medium Priced:
Ticket Lowest Priced:
Donations Only:

Money Raised

Exactly how much money did you raise through ticket sales (GROSS):
Exactly how much money did you raise through sponsorship (GROSS):
If you had any fundraising events in conjunction with your performances, exactly how much money was raised through them (GROSS):
Exactly how much money was raised through other sources (GROSS):
Value of in-kind donations you received (complementary goods, services, advertising, etc.):
Total raised:

Cost of Event

Exactly how much money was spent on production costs? (including venue rental, equipment rental, costumes, sets, lights, printing of materials, etc):

Donations to Voices

You can donate proceeds from your event (remember that we require a minimum of 20% but any greater percentage will be profoundly appreciated) to Voices using any of the methods on our web site **www.peopleshistory.us**.

If you have made a payment already, please indicate the amount you donated:

Please indicate your payment method:

Please indicate your payment date:

Exactly how much money you donated to your Beneficiaries (not including the amount you donated to the Voices):

Total donated (this amount should equal total raised minus total spent):

Other Beneficiaries

In this section, we would like you to list all of your beneficiaries. A beneficiary is any organization to which you've donated part of your proceeds. Do not create a beneficiary entry for Voices. That information should be entered above. (Only nonprofits can be beneficiaries.)

Name of first beneficiary (if applicable):

Address:

City:

State:

Zip:

URL:

Contact name:

Email of contact:

Phone:

Fax:

Nonprofit EIN (if you have):

Name of second beneficiary (if applicable):

Address:

City:

State:

Zip:

URL:

Contact name:

Email of contact:

Phone:

Fax:

Nonprofit EIN (if you have):

Name of third beneficiary (if applicable):

Address:

City:

State:

Zip:

URL:

Contact name:

Email of contact:

Phone:

Fax:

Nonprofit EIN (if you have):

Name of fourth beneficiary (if applicable):

Address:

City:

State:

Zip:

URL:

Contact name:

Email of contact:

Phone:

Fax:

Nonprofit EIN (if you have):

DIGITAL FILES

In this section, provide links to any web material related to your event, including websites that you created and articles that were written about your event.

Please also send us copies, if you can, via DVD, CD, or email, and indicate below which files you sent.

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Use this section to share anything you see fit, including clarifications on answers you provided in other sections, general comments or suggestions, or information about your event that you didn't feel was properly addressed or requested elsewhere in the Evaluation Form.

Contact Person for future Voices events

When signups for next year's Voices work begins in January, current organizers who have completed their online Evaluation Forms will be invited to sign up first.

If you can't or don't want to be an organizer next year and you know of someone who would like to take over for you, please tell us who that person will be.

If you would like to be the organizer for next year's event, you must explicitly specify yourself as the designated organizer.

First Name

Last Name

Email Address