

Final Report Form

BEYOND WORDS

NOTE: Reporting is a requirement for all libraries participating in the Beyond Words exhibition tour. This report must be completed and returned to the address below within **30 days** of the closing of the exhibition. Some questions will require additional space and paper.

1. **LIBRARY NAME:** _____

CITY: _____ STATE: _____

2. **DATES OF EXHIBITION:** _____

3. **EXHIBITION ATTENDANCE:** (It's often difficult to monitor exhibit attendance, but informed estimates are required.)

Total exhibit visitors: _____ Actual Estimate

Total library visitors (or gate count) during exhibit period: _____ Actual Estimate

Source of statistics: _____

4. PUBLIC PROGRAMS

Did your library do any programming related to the exhibition?

Yes No

If yes, please summarize your programming efforts in a few sentences, characterizing your audience and scope of programming:

5. INDIVIDUAL PROGRAM DESCRIPTIONS (include Title, Format and Presenter)

1) _____

Total attendance _____ Adults _____ YA _____ Children _____ School Groups _____

2) _____

Total attendance _____ Adults _____ YA _____ Children _____ School Groups _____

3) _____

Total attendance _____ Adults _____ YA _____ Children _____ School Groups _____

6. WEB PAGE INFORMATION

Does your library have a Web page?

Yes No Address of page: www. _____

Did you devote a page on your site to Beyond Words?

Yes No Address of page: www. _____

How many hits did this page receive from its creation until the end of the exhibition? _____

7. COMMENTS ABOUT THE EXHIBIT AT YOUR LIBRARY

(Please identify source of comments, e.g., librarian, patrons, program participant, presenter or partner organization)

8. PLEASE ATTACH SAMPLES OF PUBLICITY, OTHER PRINT MATERIALS PRODUCED BY THE LIBRARY FOR THE EXHIBIT, AND CAPTIONED PHOTOGRAPHS, IF POSSIBLE.

Submitted by: _____ Date: _____

Phone: (_____) _____ E-mail: _____

Return this form and attachments within 30 days of the closing of the exhibit to:

ALA Public Programs Office
50 E. Huron St.
Chicago, IL 60611

If you have any questions, please call (312) 280-5045 or send an email to publicprograms@ala.org.