Georgia Humanities
Sharing stories that move us and make us

The Georgia Circuit **Host Checklist**

Before the Event

☐ Log into grant portal and review requirements
☐ Submit promotional materials (flyers, links, graphics, webpages)— Due 4 weeks prior to event
☐ Include Georgia Humanities logo on all promotional materials
— Download logos here:
https://www.georgiahumanities.org/wp-content/uploads/2019/11/georgia-humanities-logos.zip
☐ Coordinate any remaining logistics with speaker

At the Event

☐ Display audience survey QR code prominently
☐ Have printed paper surveys available
☐ Announce survey at beginning of program
☐ Announce survey at conclusion of program
☐ Collect completed paper surveys

After the Event

☐ Send follow-up survey link (if using registration or email list)
☐ Scan completed paper surveys
☐ Submit Host Final Report via grant portal— Due 1 month after event
☐ Upload scanned surveys with report