University of Colorado

Final Report Checklist:
1. Basic Information
2. Project Summary
3. Final Budget
4. Photos (2) and Video
5. Program Literature

1.) Basic Information

Today's Date _____

Amount of Grant $ _____   **Date Received** _____

Applicant Name   **Department Name**

Address/Campus Box   **City**   **Telephone**   **E-mail**

Project Title (if applicable)   **Date(s) of Event/Fiscal Year**

Venue(s) Name   **Venue Location**

Total number of Student Attendees   **Total Paid**   **Total Free**

Total number of Public Attendees   **Total Paid**   **Total Free**

2.) Final Summary: Please attach a one-page summary of the project. What was the original goal? Describe any changes from the original proposal. What was accomplished? Describe the impact on University of Colorado students. Who actually came? Was the project successful? Why or why not? Please include any personal audience or student responses in the form of quotes, videotaped response, audience member/student thank you letter, etc.

3.) Final Budget:

	Proposed	**vs.**	**Actual**
Administrative/Artistic Personnel	_____		_____
Technical/Production Personnel	_____		_____
Project Materials	_____		_____
Space Rental	_____		_____
Equipment	_____		_____
Per diem	_____		_____
Honorarium	_____		_____
Travel (air, hotel, car rental, etc.)	_____		_____
Other	_____		_____

Total $ _____   Total $ _____

Was there surplus revenue? _____ If yes, how was it used? (minimum one paragraph)

4.) Photos and Video: When you email this report to the Roser Fellow, please select and attach TWO photos of project activities (photos including Guest Artist interacting with students preferred). A link (Vimeo, YouTube) to video footage of project activities is also welcome.

5.) Program Literature: Include copies of any program literature and other materials in which the Roser Visiting Artist's logo or "special support" statement appear.