



## PROGRAM/EVENT SUMMARY SHEET

Liaison name: \_\_\_\_\_ Program/Event #: \_\_\_\_\_

Program/Event Title: \_\_\_\_\_ Program/Event Term: \_\_\_\_\_

Number of participants attending: Members \_\_\_\_\_; Non-Members \_\_\_\_\_: TOTAL \_\_\_\_\_

Number who evaluated the presentation as: Excellent (3) \_\_\_\_\_; Good (2) \_\_\_\_\_; So-So (1) \_\_\_\_\_

Compliments offered: (Indicate where if you submitted these comments elsewhere.)

Suggestions for improvement:

-----  
*(Note: Portion below for NCLL liaison/office use only. Make copy of above and provide to presenter.)*

Program ideas for future presentations:

Other programs the presenter(s) might be willing to present:

How you learned about this program if not a member (*circle answer*) newspaper, friend, NCLL web site, Facebook, other \_\_\_\_\_

Total collected at event and submitted to NCLL office: \$ \_\_\_\_\_

Number of new memberships collected: \_\_\_\_\_

Cancellations by deadline of those who should receive a class credit (*name/amount*):

\_\_\_\_\_ ;\$ \_\_\_\_\_ ;\$ \_\_\_\_\_  
\_\_\_\_\_ ;\$ \_\_\_\_\_ ;\$ \_\_\_\_\_

**Indicate with X that you've done the following:**

\_\_\_\_\_ Thank you card enclosed or note sent to presenter(s)

\_\_\_\_\_ Copy of the above portion of this summary sheet provided to presenter(s)

\_\_\_\_\_ Two complimentary class cards provided to each presenter of this program/event for NCLL's fiscal year (each class fee valued at \$3/member or \$6/non-member).