



PrimeTime Final Report Checklist

(updated Feb 2014)

In addition to completing the on-line final reports for all PrimeTime team members (Library Coordinator, Discussion Leader, and Storyteller), the following items are due to the Florida Humanities Council within four weeks of the completion of a PrimeTime program:

- Financial Report
- Copies of entry and exit surveys from the families
- Copies of library commercial surveys
- TWO copies of any publicity, media coverage, and/or photos taken during the program in addition to TWO copies of any materials (i.e. fliers, brochures, posters, certificates of completion) used to promote and implement your program.

No reports should be sent to the Louisiana Endowment for the Humanities and all reports should be completed using the FHC forms found at www.flahum.org/primetimeforms.

Please send all items in one package to:

Patricia Putman, Associate Director
Florida Humanities Council
599 Second Street South
St. Petersburg, FL 33701

- 727/873-2004
- pputman@flahum.org