

# Program Documentation Checklist

- Program purpose, goals, objectives
- Projected budget
- Actual budget
- Bookkeeping records of financial transactions
- Timeline (original projected timeline and actual)
- Copies of all essential correspondence (letters, memos, form letters, information sheets)
- Contracts
- Literature about artists and other participants (brochures, resumes)
- Brochures or printed pieces (retain a certain number of copies for posterity, future funding proposals, etc.)
- List of key contacts: address, phone, why contacted, results of contact, recommendations for working with each person
- Mailing lists
- Site requirements list
- Sign requirements list
- Procedures unique to the program (how to obtain insurance for gallery exhibitions)
- Volunteer needs
- Copy of press releases, public service announcements sent to media
- News clippings from newspapers, newsletters, magazines; dubs of radio and TV public service announcements; talk shows, news coverage
- Video documentation
- Photo documentation
- Completed evaluations from artists, audience, and other participants
- Attendance figures
- Your final written evaluation report
- Anything else that helps to make the program understandable to future planners