



**TACOMA ARTS COMMISSION**

**SITE EVALUATION FORM**  
2014 ARTS PROJECTS FUNDING RECIPIENT

Thank you for your time in attending this event and filling out this form. The information you provide will help in making educated decisions in subsequent funding cycles and will help us to better serve the arts organizations in Tacoma.

This form is broken into two sections – one for administrative information related to monitoring the organization’s funding contract and one for writing a more personal conversational response to the event.

Please make your responses complete and thorough. Use as much room as necessary to respond to each question; text boxes will expand as you type.

---

**ADMINISTRATIVE INFORMATION SECTION**

Today’s Date

Your Name

Funded Organization Name

Event or Project Attended

Location of Event

Date of Event

What was the quality of the event you attended? What is your judgment based on or in comparison to?

Did the organization do what they were contracted to do? (Naomi should have emailed you a summary of the project for which the organization was contracted to perform.)

Approximately how many people attended the event? If you cannot give an estimate of numbers, describe whether the location was full, half full, or empty.

How was the Tacoma Arts Commission recognized for its funding support?

Do you have any concerns?

### **PERSONAL RESPONSE SECTION**

\* When appropriate, Arts Program staff will format and post your responses in the following section to the TacomaArts blog with a credit to you. Feel free to write in your own style and be conversational. Focus on the positive aspects of the event.

#### **1. Personal Response**

Following is a list of possible things to consider when writing a response to the event. You do not need to respond to all of these but they are meant to trigger some ideas when writing:

- Describe the event you attended; include basic information such as the organization, title of the event, location, and date.
- Who were the key artists involved in the event and what did they do?
- Describe the quality of the work you experienced.
- How did this event compare or contrast with the organization's past events?
- Describe audience engagement with the event.
- Describe your personal experience, as a viewer, of the event.
- Include any relevant quotes gathered at the event.

#### **2. Upcoming Event**

If the organization has a relevant upcoming arts event, provide as much of the following information as possible:

- Title of event
- Brief description of event
- Location and address of event
- Date and time of event
- Ticket cost
- Website or phone number for the public to call for more information

---

### **PHOTOGRAPHS**

When at all possible, please take a few photos of the event for possible use in a blog post. Feel free to use a camera phone; you do not need to use a professional camera. Please be mindful of all restrictions on photographing or recording during events. Suggested photos:

- A wide-angle view of attendees filling the venue pre-show
- A close-up photo of the key speaker or artist performing or interacting with attendees
- A close-up photo of attendees socializing at the event

---

Thank you for your time in filling out this form following your attendance to an Arts Projects funded event. Please email this form and any photos to [nstrom-avila@cityoftacoma.org](mailto:nstrom-avila@cityoftacoma.org). Arts Program staff will format the Personal Response Section of this report and post to the TacomaArts blog, when appropriate.

Questions? Contact Naomi Strom-Avila by calling 253.591.5191