Meridian Arts Commission PAPS Final Report

Final Engagement Schedule

Grantee's name:	

Artist's name

This spreadsheet is formatted for 11"x17" paper. You will be required to upload this spreadsheet as part of your final report.

Please complete all columns and provide all the following details regarding your performance and community activity(ies).

To view drop-down box choices, click in an individual cell and then click on the down arrow that appears. Add extra rows if necessary for additional events.

How to enter event/activity information

- List each public performance for a general audience on a separate row. Use the activity code "Performance" from the drop down box. There must be at least one included.
- List each community activity on a separate row. Use the activity code "Community activity" from the drop down box.
- Provide the date when each activity took place.
- Provide the name of the location/venue where the activity took place.
- Provide the street address where the activity took place. If the event was virtual, enter the location information for the host and/or organization, unless it was held in a private I
- Provide a description of the public performance(s) and community activity(ies).
- Enter the primary age of the audience. Public performances should be entered as general public / no single group. Performances targeted to a primary age group (i.e. youths or older adults) should use the activity code
- Indicate if the event was virtual or in-person.
- Enter the number of adults that were in attendance.
- Enter the number of youths (18 or younger) that were in attendance.

How to enter a location / venue

• Provide the street address, city, state, zip, and county of the location/venue where each event took place. If the event was virtual, enter the location information for the host and/or organization.

		Location / Venue										
Activity Code (select from drop down)	Date	Name of location/venue	Street address	City	State	Zip +4	County	Description	Primary age (select from drop down)	Virtual or In- Person? (select from drop down)	Number of youths (18 or younger)	Number of adults
Total attendance											0	0