

TRA - ACTIVITY PROGRESS REPORT FORM – 2010

Please use one form for each activity that you run throughout the year.
These records will assist you in preparing your Annual Activity Report at the end of the year.

Branch: _____ **Contact:** _____

NB: It's really important that we document the many volunteer hours involved in making Regional Arts shows/events/activities work. Keep this in mind for the following questions.

Type of activity

- TRA Touring Performances
- TRA Touring Exhibitions
- TRA Workshops
- Locally Generated Branch Activity
- Other _____

Details

Activity	Dates	No. of Events	Volunteer Hours	Audience (looked on)	Participation (took part)

Partnerships (Organisations you have worked with)

Organisations worked with	Funding \$ Received	In-Kind	Short Term or Ongoing?

Artists (that you worked with)

Artist	Activity	<input checked="" type="checkbox"/> Emerging	<input checked="" type="checkbox"/> Regional	<input checked="" type="checkbox"/> Youth	Volunteer Hours

Promotion (Please tick appropriate boxes)

Fliers, Posters	Newsletter	Local Newspaper	Newspaper	Radio	TV

Other info: _____

