

# Creative New Zealand Project Completion Report

A project completion report is required from all Creative New Zealand grant recipients. This should be provided within three months of the conclusion of the project. The due date, as specified by you on the original acceptance of conditions for your project, is:

---

The following gives a **guide** to the detail we would expect in your report. Please respond to all the sections **relevant to your project**. Attach additional pages if required.

## A. PROJECT IDENTIFICATION DETAILS

Applicant's name:

---

Project number:

---

Project title:

---

Dates for Project:

---

Contact details (if other than those listed on original application):

Postal address:

---

Email:

---

Telephone:

---

Mobile:

---

Fax:

---

## B. ARTISTIC ASSESSMENT

Please comment on the extent to which your project expectations, as described in your original application, were met. Include comments about what worked well, what didn't work well and what could be improved. It may be useful to include commentary on the working process as well as the final result. If your grant was for specific artistic outcomes within a programme of work (eg New Zealand content) please include this.





**D. ATTENDANCE/AUDIENCE FIGURES**

	<b>Original Estimate</b>	<b>Actuals</b>
<b>Paid Attendance</b>		
Daily exhibition/performance/ festival attendance		
Workshop/seminar registrations		
Ticket Numbers and Prices		
- Adult		
- Child		
- Family		
- Concession		
Other Events e.g. forum (please specify event)		
<b>Total paid audience number for exhibition, season, event</b>		
<b>Free Attendance</b>		
Daily exhibition performance/ festival attendance		
Workshop/seminar registrations		
Tickets to sponsors		
Complimentaries		
Other Event e.g.forum (please specify event)		
Total free audience number for exhibition, season, event		
<b>Total Paid and Free Audience number for exhibition, season, festival, etc.</b>		

If possible, please provide a description of the audience profile.

## **E. PUBLICATIONS FIGURES**

	<b>Number Produced</b>	<b>Sales To Date</b>
Book(s)		
Exhibition catalogue(s)		
CD/CD-ROM		
Video		
Other		

## **F. PRODUCTION AND PRESENTATION ASSESSMENT**

Please comment on the extent to which your project expectations, as described in your original application, were met. Include comments about what worked well, what didn't work well and what could be improved. It may be useful to include commentary on the working process as well as the final result.

## **G. TOURING**

If your project had a touring component, please also include the following information for each location:

- Venues
- Dates
- Attendance

## **H. MARKETING/MEDIA**

Briefly describe your publicity/marketing strategy. Comment on its effectiveness.

## **I. ACKNOWLEDGEMENT OF CREATIVE NEW ZEALAND FUNDING**

Please provide details on how you provided public acknowledgement of CNZ's funding and attach examples of any printed material.

## **J. SUPPORT/EVALUATIVE INFORMATION**

Please list and attach copies of any additional support material about your project. This might include a selection of the following:

- Reviews/media coverage
- Programmes
- Catalogues
- Scripts
- Published books
- Videos
- CD/CD-ROM
- Scores
- Audience/workshop evaluation comments/feedback
- Images/recordings of the exhibition, performance or event (photographs, slides, photocopies)
- Copies of material including acknowledgment of Creative New Zealand

CNZ will return items such as slides, videos and CD/CD-ROMs once they have been viewed.

Information contained in this report may be of use and interest to other artists and/or arts organisations. Please place a tick in the box beside the sections listed below that you would be willing to let others see.

Artistic Assessment

Financial Statement

Attendance/Audience Figures

Publication Figures

Production and Presentation Assessment

Touring

Marketing/Media

Acknowledgment of Creative New Zealand

Support/Evaluative Information

---

Signature

---

Date

Thank you for taking the time to complete this report. Please send it to:

Arts Services

Creative New Zealand

P O Box 3806

Wellington