



THRIVE Final Reporting Checklist

After your THRIVE project is complete, you can use this checklist to keep track of your Final Project Reporting deadline and requirements:

Project Name:

Project Begin Date:

Project End Date:

Final Project Report Deadline: _____

(30 days after your project end date. For example, if your project ends on May 1st, you'll need to submit your final report by May 31st)

- Gather the following information in preparation for completing your Final Project Report:**
 - ✓ Total # of persons who participated / attended
 - ✓ Total # of artists engaged (artists who execute project)
 - ✓ One piece of promotional material showing required Metro Arts credit. (email, poster, etc)
 - ✓ Photos and/or videos documenting project

- Submit Final Invoice**