

Music LA Program 2007/08

CLOSING DOCUMENTS CHECKLIST



Session (choose one):

- Summer
- Latino Heritage Month
- African American Heritage Month
- Asian and Pacific Islander American Heritage Month
- American Indian Heritage Month

Music Provider _____

Dear Music LA Program Partner,

Please be advised that the following program materials are due to the Department of Cultural Affairs no later than 30 days after the culmination of your Music LA Program:

- Narrative Report
- Program Budget: Itemization of all program expenditures and income, etc.
- Student Registration Forms
- Student Attendance Sheets
- Inventory of all musical instruments purchased and/or borrowed
- Return of musical instruments purchased and/or borrowed
- A minimum of six (6) digital photos of students engaged in program sessions
- Copies of any printed and promotional materials, stating: This [program, concert, performance, workshop] is made possible in part by funding from the City of Los Angeles, Department of Cultural Affairs
- Student Evaluations
- Teaching Artist Evaluations
- Administrator Evaluations

Send Closing Documents to:

Music LA Program

Attn: Angelica Loa

Department of Cultural Affairs, City of Los Angeles

201 North Figueroa Street, Suite 1400

Los Angeles, CA 90012



DEPARTMENT OF CULTURAL AFFAIRS
City of Los Angeles