

**PROJECT INFORMATION FORM**

It is important to provide Humanities Texas staff confirmed program information as quickly as possible. This information will be used to produce a calendar of HTx-funded events for our board members, state officials, and the public. Please complete this form and return it to our office within two weeks. If there are any changes in activities, including changes in dates, times and principal participants, HTx must be notified in writing prior to the event. You may use this form to file an amended report.

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| **HTx Grant #** |  |
| **Project title:** |  |
| **Project sponsor:** |  |
| **Contact person:** | *(Individual for public to contact for more information)* |
| **Telephone #:** |  |
| **Email address:** |  |

**Public program(s) open to general audiences:**

|  |  |
| --- | --- |
| **Date & Time:** |  |
| **City, Location, & Address:** |  |
| **Description of Events:** *(including names of participants lecture titles, and topics if applicable)* |  |

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**Program Images**: Please provide any images Humanities Texas could publish on our website and the National Endowment for the Humanities magazine *Humanities*. Examples of images are profile shots of speakers, images featured in exhibitions, and historic photographs related to the funded program.

Please provide caption, credit and permission information for each image. Preferred file formats are JPG, TIF, and EPS with a resolution of at least 300 dpi.

Please email images to grants@humanitiestexas.org.

Your help in keeping our information current is greatly appreciated.