

PEER ADVISOR NETWORK ADVISOR FINAL REPORT - FY 2008

GUIDELINES

The Final Report must be completed by the Peer Advisor and submitted to the PAN Regional Office **within two weeks** of the advising session completion date. Please follow the narrative questions below and limit your responses to two pages, excluding any attachments.

At the top of your Final Report, please include:

- Your name
- Client Organization's name
- Start/Finish Dates of the Consultancy

Note: The client organization should review and approve a draft of the Final Report before it is submitted to the PAN Regional Office.

NARRATIVE QUESTIONS

1. What was the purpose of the consulting session as originally described by the client?
2. What advance information or materials did the Client provide (for example: minutes from Board meetings, promotional materials, financial statements, grant applications, newspaper/magazine articles, etc.)? Please describe whether the information was helpful.
3. Did the stated goal of the consulting session change after the work had begun? If so, please describe the revised goal and the reason(s) for the adjustment(s)?
4. During the consultancy, was the Client able to address any steps toward resolving the issue(s) described in the Memorandum of Understanding?
5. What was the impact of the PAN consultancy on the Client? What do you think the Client learned as a result of this consultancy? Do you believe that sufficient Client confidence exists to implement the recommended measures upon the completion of the consultancy?
6. What are your recommendations for the Client? Please attach copies of any materials provided to the Client by the Advisor.
7. Please describe any other suggestions, cautions, or comments you offered the Client as a result of this consultancy? What other technical assistance, if any, might the Client make use of to support their growth and learning at this time?

SUBMISSION

Please sign and date your final report submission and mail/deliver to the Local Arts Agency that is designated as the PAN Regional Office for this consultancy. Be sure to address the mailing - **ATT: Peer Advisor Network**