



Connecticut Commission  
on Culture & Tourism

# PEER ADVISOR NETWORK

## FINAL REPORT

*Revised September 2005*

The Final Report must be completed by the Peer Advisor and submitted to the Commission on Culture and Tourism **within two weeks** of the advising session completion date. Please follow the outline below and limit your responses to two pages, excluding any attachments.

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

**Peer Advisor:** \_\_\_\_\_

**Client Organization:** \_\_\_\_\_

**Consultancy Date(s):** \_\_\_\_\_

1. What was the purpose of the consulting session as described by the client?
2. Who in the Client Organization participated in the consulting session? Please provide first and last names and indicate the individual's role within the organization (for example: Board of Directors, Staff, etc.)
3. 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 specify if the information was helpful.
4. 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 revision?
5. What next steps toward resolving the issue described in the Memorandum of Agreement did the Client decide upon during the consultancy?
6. What are your recommendations for the Client Organization?
7. What suggestions, cautions, or comments did you offer the Client Organization as a result of this consulting session?
8. Please attach a copy of any additional materials provided to the Client Organization by the Advisor.

Please sign and date your final report submission and mail a copy to:

ATT: Peer Advisor Network  
Connecticut Commission on Culture and Tourism  
755 Main Street, 1 Financial Plaza  
Hartford, CT 06103