

Information about the participants in the activity (to include number and description)

Description of materials/resources used, sponsorships and expenses incurred

CHECKLIST

- Accomplished Nomination Form
- Photographs (printed or e-copy format) and/or video of the activities
- List of outputs and outcomes of the activities conducted
- List of participating agencies/organizations
- Total expenses incurred and list of resources used for the conduct of the activities
- Weblinks on the activities (YouTube, social media, websites, online news articles, etc.), if any
- Feedback forms or evaluation sheet of conducted activity/ies from five (5) to ten (10) key stakeholders/participants

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