

*Below is a quick survey for you to complete and return by **Friday, 1 March 2019.***

BETWEEN 1 JANUARY AND 31 DECEMBER 2018:

- ◆ Total number of visitors to your venue during the year: _____
- ◆ How many of the visitors above were students/educational visitors: _____
- ◆ Number of outreach activities (activities delivered by your organisation outside of your venue): _____
- ◆ Estimated total attendance at these outreach activities: _____
- ◆ Number of exhibitions/displays presented during the year?
 - Self-generated / in-house exhibitions: _____
 - Touring exhibitions from other organisations: _____
- ◆ Number of volunteer staff in your organisation: _____
- ◆ Estimated total number of hours volunteers provided to your org in 2018: _____
- ◆ Total number of paid staff in org: _____ FULL TIME EQUIVALENT* _____
- ◆ Of the total paid staff above, how many are:

<i>Director/Manager</i>	NUMBER	_____	FULL TIME EQUIVALENT*	_____
<i>Administration staff</i>	NUMBER	_____	FULL TIME EQUIVALENT	_____
<i>Curator/Exhibition staff</i>	NUMBER	_____	FULL TIME EQUIVALENT	_____
<i>Education/Public Program staff</i>	NUMBER	_____	FULL TIME EQUIVALENT	_____
<i>Other (provide details on line below)</i>	NUMBER	_____	FULL TIME EQUIVALENT	_____

(*i.e. each day in the working week is worth 0.2.

Example: Number of workers = 2. If they both work four days a week, full time equivalent is $0.8 \times 2 = 1.6$)

This form has been completed by (please print):

Venue: _____

Name: _____ **Contact No:** _____

Signature: _____

PLEASE RETURN YOUR COMPLETED SURVEY BY FRIDAY, 1 MARCH 2019.

Email: information@magsq.com.au Post: M&G QLD, 122 Gerler Road, Hendra Qld 4011

THANK YOU FOR YOUR TIME