



ADULT TOUR EVALUATION

Docent: _____ **Evaluator:** _____ **Date:** _____

Tour Title/Theme: Highlight Tour: _____
 Special Exhibition: _____
 Permanent Collection Focus: _____

I. QUESTION: How did you feel about your tour?

II. ORGANIZATION:

Arrived 15 minutes early: Yes No

Comment: _____

Did thorough sweep: Yes No

Comment: _____

Warm welcome: Yes No

Comment: _____

Effective Introduction: Yes No

Comment: _____

Clearly stated theme: Yes No

Comment: _____

Clear, enticing transitions: Yes No

Comment: _____

Effective conclusion: Yes No

Comment: _____

III. CONTENT:

Objects illustrated main theme: Yes No

Comment: _____

Information accurate: Yes No

Comment: _____

Included artist names, titles & dates of works: Yes No

Comment: _____

Important works included: Yes No

Comment: _____

Ideas expressed clearly: Yes No

Comment: _____

Information interesting & relevant: Yes No

Comment: _____

Balance of visual, historical, & technical: Yes No

Comment: _____

Focuses on what can be seen in the artwork: Yes No

Comment: _____

IV. DELIVERY:

Stood next to object, facing audience: Yes No

Comment: _____

Eye contact maintained: Yes No

Comment: _____

Delivered transitions before walking: Yes No

Comment: _____

Voice clear & audible: Yes No

Comment: _____

Pronunciation correct: Yes No

Comment: _____

Invited audience participation: Yes No

Comment: _____

Enthusiasm conveyed: Yes No

Comment: _____

Distracting mannerisms: Yes No

Comment: _____

Logical sequence of objects: Yes No

Comment: _____

Flexibility: Yes No

Comment: _____

Control of Group: Yes No

Comment: _____

Professional attire: Yes No

Comment: _____

Time at each work appropriate & varied: Yes No

Comment: _____

Length of tour between 30-45 minutes: Yes No

Comment: _____

V. STRENGTHS:

VI. SUGGESTIONS:

VII. GENERAL COMMENTS:

VIII. RECOMMENDATIONS:

Second evaluation: Yes No

Comment: _____

Assistance by senior docent prior to second evaluation: Yes No

Comment: _____

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