



# COMMUNITY SPEAKER PROGRAM EVALUATION FORM

**Docent:**

**Evaluator:**

**Date:**

**TITLE:**

## I. ORGANIZATION:

**Effective introduction:**

**Immediately captures audience's attention**

Yes No

*Comment:*

**Clearly stated theme:**

Yes No

*Comment:*

**Effective conclusion:**

Yes No

*Comment:*

## II. CONTENT:

**Slides illustrate main theme:**

Yes No

*Comment:*

**Information accurate:**

Yes No

*Comment:*

**Important works from SBMA included,  
when applicable:**

Yes No

*Comment:*

**Logical sequence of slides:**

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 slide:**

Yes No

*Comment:*

### III. DELIVERY:

**Eye contact maintained:** Yes No

*Comment:*

**Voice clear & audible:** Yes No

*Comment:*

**Pronunciation correct:** Yes No

*Comment:*

**Enthusiasm conveyed:** Yes No

*Comment:*

**Distracting mannerisms:** Yes No

*Comment:*

**Pace of presentation appropriate:** Yes No

*Comment:*

**Length of talk 45-50 minutes** Yes No

*Comment:*

### IV. VISUALS:

**Images and fonts are large enough** Yes No

**for audience to see details in an auditorium:**

*Comment:*

**Color choice of slides enhance visibility and  
good contrast between background and text:** Yes No

*Comment:*

### V. EQUIPMENT USE:

**Understands how to set up equipment:** Yes No

*Comment:*

**Uses pointer, projector or other equipment  
to enhance, not detract from talk:** Yes No

*Comment:*

**VI. STRENGTHS:**

**VII. SUGGESTIONS:**

**VIII. GENERAL COMMENTS:**

**IX. RECOMMENDATIONS:**

**Second evaluation:**

Yes No

*Comment:*