



TEN TALKS TOUR EVALUATION

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

Pieces Toured _____ **Number of Visitors** _____

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

II. Organization:

Did thorough sweep: Yes No

Comment: _____

Warm welcome: Yes No

Comment: _____

Effective introduction: Yes No

Comment: _____

Stated length of tour is ten minutes: Yes No

Comment: _____

Asked audience about themselves (local or visitor, interests): Yes No

Comment: _____

Clear enticing transitions: Yes No

Comment: _____

Informal engaging style: Encouraged questions or responses: Yes No

Comment: _____

Effective conclusion: Yes No

Comment: _____

Invited questions at end of talk: Yes No

Comment: _____

III. Content:

Accurate information, included artist's name, titles, dates: Yes No

Comment: _____

Ideas expressed clearly: Yes No

Comment: _____

Information interesting and relevant: Yes No

Comment: _____

Balanced variety of historical, aesthetic & technical: Yes No

Comment: _____

Object oriented, focusing on what can be seen in artwork: Yes No

Comment: _____

IV. Delivery:

Stood next to object, facing audience, eye contact maintained: Yes No

Comment: _____

Delivered transition before walking: Yes No

Comment: _____

Voice clearly audible: Yes No

Comment: _____

Correct pronunciation: Yes No

Comment: _____

Invited audience participation: Yes No

Comment: _____

Enthusiasm conveyed: Yes No

Comment: _____

Distracting mannerisms: Yes No

Comment: _____

Logistics well handled: Yes No

Comment: _____

Flexibility: Yes No

Comment: _____

Control of group: Yes No

Comment: _____

Professional attire: 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: _____

Revised 7/15