

# Gallery Tour Review

Docent: _____
Evaluator: _____
Date of Tour: _____
Audience: _____
Tour Topic: _____
Tour Theme: _____
Start Time: _____ End Time: _____

The docent...

5 = Well done! 1 = Needs work

<b>ORGANIZATION</b>						
Managed time well; started and completed tour in specified time.	5	4	3	2	1	n/a
Introduced self and gave a general introduction to the museum, including an explanation of one-foot policy and other museum rules.	5	4	3	2	1	n/a
Planned tour route logically and exhibited flexibility in object selection if other tour groups were in the same gallery.	5	4	3	2	1	n/a
Provided a conclusion that summarized key ideas and encouraged further exploration and return visits.	5	4	3	2	1	n/a
<b>CONTENT</b>						
Stated the theme clearly and reinforced it throughout the tour.	5	4	3	2	1	n/a
Selected objects that illustrated the theme.	5	4	3	2	1	n/a
Used transitions to reinforce the theme and tie tour together.	5	4	3	2	1	n/a
Asked various open-ended questions to encourage engagement.	5	4	3	2	1	n/a
Compared and contrasted objects, as appropriate.	5	4	3	2	1	n/a
Used follow-up questions (e.g., "What do you see that makes you say that?")	5	4	3	2	1	n/a
Presented accurate information in an organized and culturally sensitive fashion.	5	4	3	2	1	n/a
Helped visitors relate artworks to their personal life experiences.	5	4	3	2	1	n/a
<b>PRESENTATION</b>						
Was welcoming, friendly, and courteous to the tour participants.	5	4	3	2	1	n/a
Stood next to objects, made eye contact with participants, and modeled the one-foot policy.	5	4	3	2	1	n/a
Spoke clearly and audibly, with confidence and enthusiasm.	5	4	3	2	1	n/a
Allowed time for looking in silence and waited for responses.	5	4	3	2	1	n/a
Varied the pace of the tour, integrating inquiry, information, props, and visual aids.	5	4	3	2	1	n/a
Used audience-appropriate content and vocabulary; defined any necessary terms.	5	4	3	2	1	n/a
Used accurate and consistent pronunciation.	5	4	3	2	1	n/a
Paraphrased or summarized audience responses.	5	4	3	2	1	n/a
Demonstrated confident use of visual aids (iPad, props, and flashlight).	5	4	3	2	1	n/a

What aspects of the tour went particularly well? How did these aspects contribute to the success of the tour?

What challenges were presented during the tour? What could have been done differently?