

Bowers Museum Docent Guild: Standards Evaluation Form

Docent		Date: / /	
Observer			
Exhibit		School/Adult	# In Group
# Framework Artifacts	Total # Artifacts	Start Time	End time
Theme			

WELCOME	Yes	No
Wore a name badge and dressed appropriately	<input type="checkbox"/>	<input type="checkbox"/>
Introduced self and established rapport with visitors	<input type="checkbox"/>	<input type="checkbox"/>
Checked for special needs accommodations	<input type="checkbox"/>	<input type="checkbox"/>
Comments		
INTRODUCTION	Yes	No
Stated title of the exhibit and title of the tour	<input type="checkbox"/>	<input type="checkbox"/>
Included Bowers Museum mission and a few history facts	<input type="checkbox"/>	<input type="checkbox"/>
Stated the source of a traveling exhibit. (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Informed visitors of the length and organization of the tour	<input type="checkbox"/>	<input type="checkbox"/>
Stated museum policies and expectations for behavior (children)	<input type="checkbox"/>	<input type="checkbox"/>
Comments		
PRESENTATION	Yes	No
Stated the theme throughout the tour	<input type="checkbox"/>	<input type="checkbox"/>
Presented a cohesive narrative that supports the theme	<input type="checkbox"/>	<input type="checkbox"/>
Presented tour objectives from the Framework	<input type="checkbox"/>	<input type="checkbox"/>
Incorporated some artifacts highlighted in the Framework	<input type="checkbox"/>	<input type="checkbox"/>
Incorporated Talking Points and Fun Facts related to the theme	<input type="checkbox"/>	<input type="checkbox"/>
Used museum-approved, accurate and relevant information	<input type="checkbox"/>	<input type="checkbox"/>
Consistently used transitions to reflect the objectives and theme	<input type="checkbox"/>	<input type="checkbox"/>
Extended an invitation to visitors to return to the Bowers Museum	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

DELIVERY		Yes	No
Spoke with a clear and audible voice		<input type="checkbox"/>	<input type="checkbox"/>
Addressed group using eye contact		<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate vocabulary tailored to the audience's ages		<input type="checkbox"/>	<input type="checkbox"/>
Engaged visitors using interactive and conversational techniques		<input type="checkbox"/>	<input type="checkbox"/>
Accommodated group's interest level and attention span		<input type="checkbox"/>	<input type="checkbox"/>
Kept to the allotted time		<input type="checkbox"/>	<input type="checkbox"/>
Was professional, cooperative, courteous, and flexible		<input type="checkbox"/>	<input type="checkbox"/>
Comments			
INTERACTIVE TECHNIQUES			
<input type="checkbox"/> Open Ended Questions	<input type="checkbox"/> Visual Thinking Strategies	<input type="checkbox"/> Touring Aids	
<input type="checkbox"/> Storytelling	<input type="checkbox"/> Cart Objects	<input type="checkbox"/> Electronic Presentation	<input type="checkbox"/> Object Based
Comments			
Observer's Summary/Commendations			
Strengths			
Suggestions			

The tour reflects diversity, equity, accessibility, and inclusion as described in the Bowers Docents Touring Cycle Glossary. Yes ☐ No ☐

Docent has successfully completed the required Standards. Yes ☐ No ☐

If No, Docent will Repeat the tour ☐ with Peer Counseling ☐ without Peer Counseling ☐

Docent Signature _____ Date _____

Observer Signature _____ Date _____

Original: Standards Chair for Confidential Docent File Copy: Docent being observed