



PARRISH ART MUSEUM

279 Montauk Highway, Water Mill, NY 11976
T 631 283 2118 parrishart.org

TOUR LOG AND FEEDBACK TEMPLATE

Please fill out and send this form (or an email) to the Parrish Education Director within one week of completing a tour. Please email to wingfieldc@parrishart.org (An online fill-in version of this form is available at <http://parrishart.org/docentprogram>)

Docent Name: _____

Tour Date: ____/____/____ **Tour Time:** _____ **Tour Type:** _____

Total Volunteer Hours: _____ (_____ hours touring _____ hours preparation)

How many people were on the tour? What were their ages?

What worked well with this group, what didn't?

What would you change about the way you did your tour?

Is there anything else you would like to bring to the attention of the Education Director or another member of the Parrish staff?

Docent Signature _____ **Date** _____



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DOCENT OBSERVATION WORKSHEET

(This worksheet is intended for annual observations of active Docents and may also be used by Mentor Docents and Docents-in-training as a tool for developing tours.)

Docent Name: _____ **Observer/Mentor:** _____

Tour Date: ____/____/____ **Tour Time:** _____ **Tour Type:** _____

OBSERVATION

PREPARATION/INTRODUCTION: Did the docent or guide...

- ☐ Arrive early and begin the tour on time?
- ☐ Introduce her/himself to the visitors gathered for the tour?
- ☐ Display a welcoming, confident, and enthusiastic attitude?
- ☐ Explain subject, format, and timeframe for the tour?
- ☐ Review the Museum policies before entering the galleries?

COMMUNICATIONS: Did the docent or guide...

- ☐ Use voice in a clear and audible manner?
- ☐ Develop a rapport with the group?
- ☐ Make eye contact with the audience?
- ☐ Stand next to works of art; face the audience; model appropriate museum behavior including "two foot rule?"
- ☐ Accommodate audience interest levels and attention span?
- ☐ Review, summarize, or paraphrase during the discussion?

CONTENT AND TECHNIQUES: Did the docent or guide...

- ☐ Choose works of art that provided a well-balanced tour?
- ☐ Present accurate information in an organized manner?
- ☐ Refer back to works of art visited earlier in the tour?
- ☐ Conduct the tour without reading information from notes or a script?
- ☐ Compare, contrast, and put works of art in context?
- ☐ Use open-ended questions to engage visitors?
- ☐ Exhibit flexibility in tour route (if other groups are also touring)?
- ☐ Allot time well and complete the tour in approximately one hour?
- ☐ Provide a conclusion that summarized key ideas and encouraged further exploration?

OBSERVER'S COMMENTS:

POST-TOUR DISCUSSION

Observation Reviewed and Discussed on ____/____/____

DOCENT'S COMMENTS:

Signed by:

Docent/ Docent-in-Training

Observer/ Mentor