



PSAM PROVISIONAL DOCENT TOUR OBSERVATION FORM

Provisional Docent Name: _____

Date and Day of Week of Tour: _____

Start Time: _____ End Time: _____

Adult, School, or Specialist Tour: _____ Theme: _____

Name of School and Grade, if applicable: _____

Tour Location (PSAM, A+D Center, or The Galen): _____

Number of Visitors (adults and children): _____

Touring Docent: _____

Describe everything you observe during the entire tour, from the time the tour begins to the time the tour ends. This can include comments, questions posed by the visitors and the docent.

Be as detailed as possible. Be sure to include the activities the docent does with the group and the art works where the docent stops. This description should be in the order in which everything occurred. You may find it helpful to even write in the left margin every now and then the actual time on your watch at what point something transpired. After you have finished writing, complete the summary notes sections. ***Please attach a separate sheet of paper as needed. Remember: you are observing the tour - you are not evaluating the docent.*** **Note: If you have any questions, discuss them with your Mentor.**



INTRODUCTION — Describe HOW the Docent Welcomes the Audience to the Museum (for example, introduces themselves, the tour, and Museum rules and manners):

TRANSITIONS — Describe HOW the Docent Makes Transitions:

PRESENTATION - Describe HOW the Docent Engages the Audience (for example: eye contact, projecting voice, facing audience, maintaining group control, gauging group interest, and adjusting as needed):

CONTENT — Please respond to the following questions:

Was there a stated theme / big art idea? What was the theme?

What were the artworks selected? How did they extend the theme or art idea?



Did you see the docent use art vocabulary or define terms? Give examples:

How did the docent adapt the artworks and discussion to the age and audience?

CONCLUSION — Please respond to the following questions:

How did the docent "wrap-up" the tour? (i.e. refer back to the theme, suggest opportunities for further looking or visits including Special Exhibits, the A&D, and The Galen, express appreciation for audience, summarize main points):
