

# FULL GARDEN EVALUATION RUBRIC

DATE \_\_\_\_\_

DOCENT'S NAME \_\_\_\_\_

LENGTH OF TOUR \_\_\_\_\_

NUMBER OF PARTICIPANTS \_\_\_\_\_

EVALUATOR'S NAME \_\_\_\_\_

RATINGS: 0=UNSATISFACTORY 1=NEEDS IMPROVEMENT 2=SATISFACTORY 3=EXCELLENT

PREPARATION	<ul style="list-style-type: none"> <li>Reviewed notes and theme before tour.</li> <li>Was informed of garden or path closures and/or plant changes.</li> <li>Had alternate plan for weather conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Arrived 15 minutes before tour.</li> <li>Checked in with Information Booth and retrieved "tour time" sign.</li> </ul>	<ul style="list-style-type: none"> <li>Presented professional demeanor and appropriate attire.</li> </ul>	
INTRODUCTION	<ul style="list-style-type: none"> <li>Introduced self.</li> <li>Welcomed the group.</li> <li>Inquired about the group.</li> </ul>	<ul style="list-style-type: none"> <li>Described what would happen during the tour, length of time &amp; gardens included.</li> <li>Invited questions.</li> <li>Asked if there are favorite gardens visitor wanted to see.</li> </ul>	<ul style="list-style-type: none"> <li>Assessed the group i.e., wheelchair-bound guest, hearing challenges, non-English speakers, etc.</li> <li>Slower walkers vs. hearty walkers.</li> <li>Footwear.</li> </ul>	
THEME	<ul style="list-style-type: none"> <li>Mapped out what visitors would learn, i.e., history, seasonal plants, plant adaptation, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Chose gardens based on theme.</li> </ul>	<ul style="list-style-type: none"> <li>Consistent in theme throughout the tour.</li> </ul>	
PLANTS & GARDENS SELECTED	<ul style="list-style-type: none"> <li>Chose appropriate number and variety of plants.</li> </ul>	<ul style="list-style-type: none"> <li>Chose plants that related to the theme.</li> </ul>	<ul style="list-style-type: none"> <li>Provided accurate information about the plants.</li> <li>Provided accurate information about each garden.</li> </ul>	
TOURING TECHNIQUES	<ul style="list-style-type: none"> <li>Spoke clearly, projected voice, modulated tone.</li> <li>Addressed the entire group.</li> <li>Made sure plants were visible to all.</li> </ul>	<ul style="list-style-type: none"> <li>Listened to questions and remarks.</li> <li>Took control of the group.</li> <li>Stopped when talking.</li> <li>Walk forwards only.</li> </ul>	<ul style="list-style-type: none"> <li>Gave the right amount of detail: "guide on the side, not the sage on the stage."</li> <li>Kept to the allotted time of the tour.</li> <li>Was not afraid to say "I don't know."</li> </ul>	
TRANSITIONS	<ul style="list-style-type: none"> <li>Clear and effective.</li> <li>Gave direction throughout the tour.</li> </ul>	<ul style="list-style-type: none"> <li>Used transitions from plant to plant.</li> <li>Used transitions from garden to garden.</li> </ul>	<ul style="list-style-type: none"> <li>Quickly wrapped up and moved to next garden.</li> </ul>	
CONCLUSION	<ul style="list-style-type: none"> <li>Summarized what was seen.</li> </ul>	<ul style="list-style-type: none"> <li>Reminded the group of "must sees" and membership opportunities.</li> <li>Reminded the group that we have a bookstore.</li> </ul>	<ul style="list-style-type: none"> <li>Thanked the group for participating.</li> <li>Invited the group to return.</li> <li>Invited final questions.</li> </ul>	