**Performing Arts Unit**

**EXTERNAL PERFORMANCE EVALUATION SHEET**

Sir/Madam:

In our pursuit of continuously improving our services, the Performing Arts Unit is evaluating the performance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the service delivery of our office. We hope that you can help us improve the quality of our shows with your honest evaluation. We will be coming back to collect the form on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you very much.

Title of the Show: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time of Show: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instruction:** Please encircle the answer using the following scale:

**5** – Outstanding **4** – Very Satisfactory  **3** – Satisfactory

**2** – Needs Improvement  **1** – Poor **N/A** – Not Applicable

**5** – Outstanding; **4** – Very Satisfactory; **3** – Satisfactory; **2** – Needs improvement; **1** – Poor

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **MANAGEMENT** | | Scale | | | | | | | |
| 1. | Reliability in terms of quality service delivery | 5 | 4 | | 3 | | 2 | 1 | |
| 2. | Responsiveness to the needs of the client (ability to suggest, negotiate, etc) | 5 | 4 | | 3 | | 2 | 1 | |
| 3. | Competence in the knowledge of logistical components and processes | 5 | 4 | | 3 | | 2 | 1 | |
| 4. | Accessibility of PAU staff in case of queries and emergency | 5 | 4 | | 3 | | 2 | 1 | |
| 5. | Courtesy in dealing with client | 5 | 4 | | 3 | | 2 | 1 | |
| 6. | Ability to communicate the requirements to both client and requesting/requested parties | 5 | 4 | | 3 | | 2 | 1 | |
|  | **TOTAL** |  | | | | | | | |
| **B. ABOUT THE PERFORMERS** | | Scale | | | | | | | |
|  | The performers arrived on time –5  Delayed with valid reason –3  Delayed with no valid reason –1 |  | |  | |  |  | |  |
| 1. | Over-all Performance | 5 | | 4 | | 3 | 2 | | 1 |
| 2. | Artistic Direction | 5 | | 4 | | 3 | 2 | | 1 |
| 3. | Stage Presence | 5 | | 4 | | 3 | 2 | | 1 |
| 4. | Audience Impact | 5 | | 4 | | 3 | 2 | | 1 |
| 5. | Mastery of the Performance | 5 | | 4 | | 3 | 2 | | 1 |
| 6. | Production Design (set, make-up, props, costume) | 5 | | 4 | | 3 | 2 | | 1 |
| 7. | Voice projection (for music and theater groups only) | 5 | | 4 | | 3 | 2 | | 1 |
| 8. | Sound Precision (for music and theater groups only) | 5 | | 4 | | 3 | 2 | | 1 |
| 9. | Spiels (for music and theater groups only) | 5 | | 4 | | 3 | 2 | | 1 |
| 10. | Dance and Movement Precision (for dance groups only) | 5 | | 4 | | 3 | 2 | | 1 |
|  | **TOTAL** |  | | | | | | | |

**Average Performance Score \_\_\_\_\_\_\_\_\_\_ Name of Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position of Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**