



Graduate Annual Review: Box Office/School Tours

Date:	Student Name:	Box Office Supervisor Name:
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Graduate Assistant Assignment		
Fall:		Spring:

Circle appropriate number; response scale is "5" being highest and "1" lowest.

- 1. The box office assistant is on time for scheduled shifts. 1 2 3 4 5
- 2. The box office assistant sells tickets utilizing TicketMaster. 1 2 3 4 5
- 3. The box office assistant supervises work study and 205 students. 1 2 3 4 5
- 4. a. The box office assistant opens and closes in manager's absence. 1 2 3 4 5
b. The box office assistant closes in the manager's absence. 1 2 3 4 5
- 5. During production weeks, the box office assistant emails and confirms usher assignments. 1 2 3 4 5
- 6. The box office assistant serves as House Manager as needed. 1 2 3 4 5
- 7. The tour manager is on time for all tour dates 1 2 3 4 5
- 8. The tour manager supervises all tour personnel. 1 2 3 4 5
- 9. The tour manager secures all necessary transportation for tour. 1 2 3 4 5
- 10. The tour manager coordinates tour logistics with Stage Manager. 1 2 3 4 5
- 11. The tour manager contacts each school one week prior to tour. 1 2 3 4 5
- 12. The tour manager completes post-production report for each performance. 1 2 3 4 5
- 13. The tour manager creates study guide for teachers. 1 2 3 4 5

Comments: (Please attach mandatory narrative evaluation.)

Supervisor Signature: _____

Date: _____

I saw this report and discussed it with my advisor.

Student Signature: _____

Date: _____