



Graduate Annual Review: Box Office/School Tours

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

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

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|---|---|---|---|---|---|
| 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: _____