

## Evaluation Process for Interactive Events

Below is information about our  
evaluation process and the enclosed  
forms.

Please contact Dannell at TPL 612-  
870-2692 if you have any questions.

<b>Form Title</b>	<b>Purpose of form</b>	<b>Who's involved</b>	<b>How to administer</b>	<b>Return to TPL</b>
<i>Base Line Data</i>	information about technical set-up and difficulties	completed by technical director	to be completed directly following an event	mail forms within 7 days of event
<i>Coach Evaluation</i>	written reflections about their experience	lead coach	to be completed at end of event	mail forms within 7 days of event
<i>Student Evaluation</i>	written reflections about their experience	all students/on camera participants	to be completed at end of event	mail forms within 7 days of event
<i>Tech Staff Evaluation</i>	written reflections about their experience	assistant coach, tech director, audio technician, camera person(s), etc.	to be completed at end of event	mail forms within 7 days of event
<i>Audio Discussion Questions</i>	questions for evaluator to ask to initiate discussion about the event. Can add more questions based on responses of	coach & students	to be completed after written evaluations at end of event. set up a video camera to record the audio & pointing away from the participants so not to capture their faces or identity.	mail video tape within 7 days of event

	participants.				
<i>Coach Follow-up Evaluation</i>	to gather information about the lasting effects of participating in an event.	lead coach (student input is optional)	give to the coach after the event for them to complete within the next month. Make sure TPL administrator has coach's email for follow-up	complete and mail 1 month after the event	

Please return completed forms and video tape to:

Dannell Dever  
The Performance Lab  
528 Hennepin Ave. S.  
#615  
Minneapolis, MN 55403