



NATIONAL LEAGUE OF JUNIOR COTILLIONS™
NEW DIRECTOR EVALUATION

Submitted by: _____ Director _____

Area: _____ Date: _____

Name of location: _____

ROOM AND SETUP Overall: Excellent Good Needs Improvement

Room size: _____

Comments: _____

PREPARATION AND ORGANIZATION Overall: Excellent Good Needs Improvement

Name tag table: Excellent Good Needs Improvement
Name tags Excellent Good Needs Improvement
Flowers Excellent Good Needs Improvement
Tablecloth Excellent Good Needs Improvement
Was tablecloth to the floor? Yes No

Comments: _____

STUDENTS

	Total #	# of Boys	# of Girls
Class 1	_____	_____	_____
Class 2	_____	_____	_____
Class 3	_____	_____	_____

Flowers: Overall: Excellent Good Needs Improvement

Comments: _____

REFRESHMENT TABLE Overall: Excellent Good Needs Improvement

Were two 8 ft tables pushed together? Yes No
Punch bowl Excellent Good Needs Improvement
Candles & candle holders Excellent Good Needs Improvement
Flowers Excellent Good Needs Improvement



REFRESHMENT TABLE (CONTINUED)

Was tablecloth to the floor? Yes No
Serving trays Excellent Good Needs Improvement
Food Excellent Good Needs Improvement
What was served?

Comments: _____

SERVICE TABLE: Overall: Excellent Good Needs Improvement

Was tablecloth to the floor? Yes No

Comments: _____

ASSISTANTS Overall: Excellent Good Needs Improvement

Number of Assistants _____ Grade in School _____

Skits Excellent Good Needs Improvement
Dress Excellent Good Needs Improvement
Chaperones Excellent Good Needs Improvement

Comments: _____

TEACHING ETIQUETTE Overall: Excellent Good Needs Improvement

Were reminder cards handed out at the end of class? Yes No
Kept with timing during the class? Yes No
Was room big enough? Yes No
Handout booklets Excellent Good Needs Improvement
Description of booklets _____

Comments: _____

TEACHING DANCE Overall: Excellent Good Needs Improvement

Comments: _____



MUSIC

Overall: Excellent Good Needs Improvement

What type of equipment used:

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Cordless microphone? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cassette tapes? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Someone to play the music? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was tablecloth to the floor? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was volume loud enough? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments: _____

OVERALL QUALITY RATING:

Excellent Good Needs Improvement

Comments: _____

AREAS FOR IMPROVEMENT:

PICTURES: Take pictures of the following:

- | | |
|--|--|
| <input type="checkbox"/> Name tag table | <input type="checkbox"/> The Director |
| <input type="checkbox"/> Music table | <input type="checkbox"/> Service table |
| <input type="checkbox"/> Refreshment table | <input type="checkbox"/> Assistants in a line |
| <input type="checkbox"/> The room | <input type="checkbox"/> Other things you deem appropriate |

Please be sure that the class is being video taped. There should be shots of each table set up and from around the room. Once the class starts, the camera should stay on the director as much as possible while only occasionally panning across the room to record the students reactions.