



PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION  
**DISTRICT & REGIONAL GUEST CONDUCTOR  
EVALUATION FORM**

\*\*\*CONFIDENTIAL\*\*\*

Guest Conductor Name: \_\_\_\_\_

Guest Conductor Title/Position: \_\_\_\_\_

District/Region Festival #: \_\_\_\_\_ Festival Type: Band \_\_\_\_\_ Chorus \_\_\_\_\_ Orchestra \_\_\_\_\_ Jazz \_\_\_\_\_

Host's Name(s): \_\_\_\_\_ Festival Dates: \_\_\_\_\_

School: \_\_\_\_\_

**TO BE COMPLETED BY HOST DIRECTOR ONLY:**

- |  |     |    |
|--|-----|----|
| 1. Cooperates selecting music and programming          | Yes | No |
| 2. Completed program selection in ample time           | Yes | No |
| 3. Corresponded in a timely and responsible manner     | Yes | No |
| 4. Cooperates with the host school staff and directors | Yes | No |

**TO BE COMPLETED BY THE FESTIVAL EVALUATOR:**

*Musical Skills*

- |  |     |    |   |   |   |
|--|-----|----|---|---|---|
| 1. Prepared all scores   | Yes | No |   |   |   |
| 2. Rehearsed all music   | Yes | No |   |   |   |
| 3. Demands musical excellence  | Yes | No |   |   |   |
| 4. Teaches musical concepts  | Yes | No |   |   |   |
| 5. Knows choral/instrumental techniques  | Yes | No |   |   |   |
| 6. Skilled in conducting techniques (on a scale of 1 (poor) to 5 (excellent))  | 1   | 2  | 3 | 4 | 5 |
| 7. Sensitive to all areas of musical expression (1 (poor) to 5 (excellent))<br>(tone, intonation, balance, phrasing, rhythm, ensemble) | 1   | 2  | 3 | 4 | 5 |

*Management/Interpersonal Skills*

- |   |     |    |
|---|-----|----|
| 1. On time at rehearsals and performances           | Yes | No |
| 2. Used full rehearsal time efficiently             | Yes | No |
| 3. Paced rehearsals to minimize fatigue             | Yes | No |
| 4. Aware of capabilities of age group               | Yes | No |
| 5. Demonstrates a positive attitude toward students | Yes | No |
| 6. Communicates well with students                  | Yes | No |
| 7. Commands respect of students                     | Yes | No |
| 8. Establishes and maintains rehearsal discipline   | Yes | No |
| 9. Inspires students                                | Yes | No |
| 10. Has a sense of humor                            | Yes | No |
| 11. Respects contributions of home directors        | Yes | No |
| 12. Builds ensemble and rapport among participants  | Yes | No |
| 13. Dresses appropriately                           | Yes | No |

14. Refrains from vulgarities	Yes	No
15. Behaves with dignity	Yes	No
16. Demonstrates professional presentation at concert	Yes	No
17. Demonstrates effective and efficient communication with the audience	Yes	No
18. Refrains from promotion of specific products, music publishers, Instruments, trips, music camps, schools, etc.	Yes	No

COMMENTS: \_\_\_\_\_

Based on the above evaluation, would you recommend this guest conductor for other PMEA festivals? Yes      No  
 If no, please comment below (use additional paper, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of evaluator: \_\_\_\_\_ Total observation hours: \_\_\_\_\_

**RETURN THIS FORM TO YOUR DISTRICT PRESIDENT OR REGION CHAIR WITHIN ONE WEEK OF THE FESTIVAL.**

**PROCEDURE:**

- A. The District President will appoint THREE ACTIVE PMEA PARTICIPATING DIRECTORS in addition to the HOST DIRECTOR to evaluate the Guest Conductor of each festival. The Region Chair will appoint the evaluators for regional festivals. The HOST DIRECTOR shall also fill out an evaluation form.
- B. Each EVALUATOR will complete and submit their evaluation forms to the District President or Region Chair (for region events) within a week of the festival.
- C. EACH EVALUATOR will observe a minimum TWO HOURS OF REHEARSAL and at least ONE FULL PUBLIC PERFORMANCE.
- D. The appropriate PMEA official must follow through to see that the evaluation forms are returned. All evaluation forms will then be forwarded to the Executive Director.
- E. Copies SHALL NOT be made of the completed evaluation forms.