

Name:

HIST / MSST 385: History Behind the Scenes  
**Site Visit Evaluation**

Date: \_\_\_\_\_

Site No.: \_\_\_\_\_

Site Name: \_\_\_\_\_

**Organizational Summary**

1. Organizational Vision, Mission, and Values:
2. Describe the public and behind-the-scenes spaces shared during the visit. (Exhibit spaces? Reading rooms? Collections storage? Outdoor parks and grounds?)
3. Describe the collections at the organization. What holdings did our hosts highlight? (Artifacts? Archives? Buildings? Landscapes?) Name a few examples that stand out as important.
4. What staff did we meet, and what did they share about their roles in the organization?

**Audience Engagement**

1. Who uses the organization's collections and participates in its programs?
2. What strategies does the organization use to attract and retain audiences? Do staff feel they are effective?
3. How is the site trying to reach new and diverse audiences?

**Assessment**

1. What did you like about visiting this site? What didn't you like?
2. What is the most interesting/important thing you learned here?
3. Compare this site to others we have visited for our course. What does it do better, and where can it improve? Propose an idea to improve its operations.
4. Reflect on how this site visit could inform your advocacy assignment. What about your experience here today could you mention in your letter?