

Section E8 Conclave	<b>ORDER OF THE ARROW Pre-Vigil Ceremony Evaluation Form</b>	Lodge:  Chapter:
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**The current edition of the ceremony text must be used for all evaluations.**

Category	Skill	Rating		
		Fair	Quality	Excellent
Technical	Memorization	8+ Minor Mistakes 2+ Major Mistakes	5-7 Minor Mistakes 1 Major Mistake	0-4 Minor Mistakes 0 Major Mistakes
	Minor Mistake: Changing "and" to "a"; dropping "a", "an", "the"; transposing two-three words. Major Mistake: Transposing sentences; dropping an entire clause or sentence; rewording sentences, etc.			
	Movements	2+ Minor Mistakes 2+ Major Mistakes	0-1 Minor Mistakes 1 Major Mistake	0-1 Minor Mistakes 0 Major Mistakes
	Minor Mistake: Added movements that are unnecessary or confuse the candidate. Major Mistake: Leaving the Vigil site earlier or later than prescribed in the text.			
Physical	Bearing	Little to no candidate eye contact. Closed body language. Does not give speaker unbroken attention.	More often than not: engages candidates & principals with eye contact AND body language. Gives speaker unbroken attention.	Consistently engages candidates & principals with eye contact, body language, & facial expressions. Gives speaker unbroken attention.
	Gestures	Gestures are absent, meaningless, and/or distracting.	Gestures are generally obvious in reinforcing spoken words, but some gestures are unnecessary and/or confusing.	Gestures are both intuitively obvious and judiciously chosen to reinforce spoken words.
Verbal	Clarity	Words are incorrectly pronounced and/or syllables are not clearly enunciated. Rate is very fast or slow, compromising candidate focus. Projection is inadequate for venue.	Words are generally spoken correctly and with clear enunciation. Rate does not compromise candidate understanding or attention. Projection is adequate for venue.	Words are spoken conversationally while remaining consistently clear and correct. Rate modulates with purpose. Projection is adequate for venue.
	Expressiveness	No feeling; monotone; and/or no emphasis.	More often than not: tone is changed to match content of words, and emphasis is placed on words/clauses with purpose.	Consistently speaks naturally. Tone and emphasis are changed thoughtfully and purposefully.

**Individual Ceremonialist Rating Standards**

- FAIR:** Ceremonialist rates Fair in either *Memorization* OR *Movements*; OR rates Fair in two out of the remaining four skills (even if receiving Quality or above in *Memorization* and *Movement*).
- QUALITY:** Ceremonialist rates at least Quality in both *Memorization* AND *Movements*; AND rates at least Quality in three out of the remaining four skills.
- EXCELLENT:** Ceremonialist rates Excellent in both *Memorization* AND *Movements*; AND rates at least Excellent in two out of the remaining four skills and NO Fair skills.

<u>Quality Ceremonialist</u> <input type="checkbox"/> Ceremonialist is rated <b>Quality</b> , overall.	<u>Honor Ceremonialist</u> <input type="checkbox"/> Ceremonialist is rated <b>Excellent</b> , overall
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Ceremonialist Overall Rating (circle one rating for each principal)				<b>CEREMONIALIST CERTIFICATION</b> <i>(circle one)</i>  <b>Participant</b>  <b>Quality</b>  <b>Honor</b>
Vigil Chief	FAIR	QUALITY	EXCELLENT	

## Ceremony Evaluation Guidelines

The Skills in the evaluation form identify the means by which ceremonialists engage and inspire candidates with the gift of the Admonition. The purpose of the evaluation is to model the giving of that gift by validating each ceremonialist's service and by providing clear, actionable guidance on how to better employ these skills. The form and these guidelines define a shared, specific vocabulary and rating standards for use by ceremonialists, advisers, and evaluators across the Order of the Arrow.

### Skill Ratings: Definitions & Criteria

- No alterations or additions to the ceremonial text are permitted.
- “**Minor errors**” are small deviations from the text that do not compromise the meaning of the words or movements or the symbolic nature of the words or movements.
- “**Major errors**” are deviations from the text that confuse or distract candidates or compromise the intended meaning and symbolism of the words and movements.

### Technical

**Memorization:** Applies to all ceremonial text spoken to candidates by a principal, elangomat, nimat, or guide.

**Movements:** Applies to all directions specified by the ceremony's notes and diagrams. These include, but are not limited to, entering and moving within the circle, guiding candidates, handling and displaying tokens, and conducting the seals.

**Note:** *If the text does not specify HOW a movement/action is to be conducted, the ceremonialist cannot be penalized if their movement/action is conducted differently than what the evaluator prefers. The standard is all movements made correctly per the text.*

### Physical

**Bearing:** Applies to the nonverbal personification of a principal such as:

- Walking or moving about the ceremony circle (rate, natural/unnatural)
- Physical stance, posture, and orientation (crossed arms is closed body language but arms *not* crossed is open; looking at speaker)
- Eye contact with candidates or speaking principal
- Facial expressions
- Interaction with candidates and other principals

**Gestures:** Physical motions that highlight, describe, or more clearly define the spoken words and are intuitively obvious to the candidate. (Motions without meaning or motions understood by the principal but not by the candidate are harmful distractions not helpful gestures.)

### Verbal

**Clarity:** “Technical speech,” the mechanical aspects of speech, such as:

- Pronunciation: *Are words spoken correctly & syllables fully pronounced?*
- Projection: *Can all present clearly hear the speaker?*
- Rate: *Can a candidate readily understand without losing attention?*
- Phrasing: *Are words grouped into logical ideas and presented in full sentences or obscured by choppy “lines?”*

**Expressiveness:** “Non-technical speech,” the manipulation of *tone, volume, pauses*, and other vocal inflection used to illustrate or emphasize:

- Feelings (such as, *solitude, sadness, resolve, strength, joy*)
- Images (such as, *elements of nature, living in community*)
- Ideas (such as, *choice, brotherhood, cheerfulness, service, ignorance, enlightenment*)

## Pre-Vigil Ceremony Evaluation Worksheet and Notes

Vigil Chief: \_\_\_\_\_

Category	Skill	Ratings (Per Rubric)		
		Fair	Quality	Excellent
Technical	Memorization			
	Movements			
Physical	Bearing			
	Gestures			
Verbal	Clarity			
	Expressiveness			
Overall Rating				

Memorization error count: Minor \_\_\_\_\_ Major \_\_\_\_\_

Movement error count: Minor \_\_\_\_\_ Major \_\_\_\_\_