

# Assembly Rubric

An assembly rubric can help a student leadership team pinpoint areas of strength and weaknesses. The rubric below is designed to be used by the organizers of the assembly. It can be easily adapted to collect feedback from the students, teachers, community members and administrators.

## PURPOSE OF ASSEMBLY

	Superior	OK	Poor
PURPOSE	Purpose clearly communicated. Point of event was known.	Purpose a bit unclear or at times scattered.	Assembly seemed random. Purpose hard to determine.
THEME	Theme demonstrated throughout entire assembly.	Theme OK, but did not always carry through the assembly.	Assembly had no theme or anything that tied it together.
EDU. VALUE	Purpose aligned to school's mission and/or state learning goals. Considered good use of school time.	Assembly focused a little too much on just entertainment, and less on making a point.	Event was not considered a good use of school time.

## CONTENT OF ASSEMBLY

	Superior	OK	Poor
CREATIVITY	A variety of strategies and innovative ideas utilized.	A few strategies used, but could have been more creative.	Assembly was the "same." Lacked originality or novel ideas.
HUMOR	Humor respectful of the emotional, social, physical and intellectual safety of all.	Humor was in the middle of the Humor Triangle, but still avoided offending or making fun of anyone.	Some content may have offended or made someone feel bad.
INFO PRESENTED	Info shared was appropriate, accurate, and complete.	Info shared was accurate, but may not have hit home the details.	Info shared was incomplete. Audience left with questions.

## STRUCTURE OF ASSEMBLY

	Superior	OK	Poor
TRANSITIONS	"MC" process captured the audience's attention and facilitated the entrance/exit of each activity.	There was a plan for the "MC" process, but transitions were a bit choppy. Could be smoother.	Assembly lacked an "MC" process. Transitions did not flow.
USE OF TIME	Assembly started and ended on time.	Went slightly over/under the time limit but it was not a problem.	Time was a problem. Started late or went too long or not long enough.

## ASSEMBLY MECHANICS

	Superior	OK	Poor
TECH.	Tech./audio ran without error.	Some glitches occurred but did not distract from the assembly.	Tech or audio problems that affected quality of assembly.
SUPPLIES AND PROPS	All supplies organized and prepared in advance.	Group rushing around to get things together. It was stressful but came together in the end.	Supplies and props not completed as planned. Items were missing or unfinished.

## DELIVERY

	Superior	OK	Poor
PRESENTATION	Presenters used good eye contact, appropriate and engaging language, and physical movement.	Presenters were a bit uncomfortable or unprepared, but it was OK. Some reading scripts, voice tough to hear at times.	Presenters were not very effective. Voices were hard to hear, more movement or engaging language needed.

*The Assembly Guidebook*

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