

DOCENT TOURING PROCEDURES

1. Check the tour sign-up board in the museum **EVERY WEEK** and find out if there are any tours scheduled on your tour day. If so:
2. Sign up for the tour on the board and on the form in the file. If you are not available, call the other docents on your team until you are able to find a lead docent for all the tours on your day.
3. Lead docents should then do the following:
4. Ensure that enough docents are signed up for the tour
5. Go to the tour folders and find the form for that day and specific tour. Make sure all the docents helping with the tour have their names written on the board and on the form.
6. If a packet has not yet been sent to the teacher, check with Diana to make sure one is sent out.
7. Using the Docent Tour Outline form as a guide, **CALL THE TEACHER** and ask the questions on the form. Be sure to confirm **DATE, TIME, and FEE** as well as ask if there are any special needs or curriculum connections the teacher is looking for.
8. Check with Diana to confirm that all necessary rooms have been reserved and tech support is available for the tour.
9. Contact all the docents for the tour and go over the tour goals, objectives, etc. and begin to formalize your tour.
10. Show up for the tour 30 minutes prior to the start of the tour.
11. Greet the teachers, students and chaperones.
12. Go over the following museum basics:
 - a. Introduce all the docents
 - b. Explain the importance of evaluation forms to teachers/hand out evaluations
 - c. Review museum behavior in a positive manner (please refrain from using negative language)
 - d. Inform group members where the bathrooms and coatrooms are
 - e. Remind students to stay with their group
13. Tour: Prepare your tour so it covers the objectives of the teacher. Also make sure you pay attention to our goals on the Teacher Tour Evaluation for.
14. Closing Remarks
15. **THANK THEM** and **INVITE THEM BACK**
16. Fill out the Docent Evaluation form with your team and put it in Diana's file
17. Send out a Denno's Museum Postcard as a thank you note for visiting us