

Art After Dark Docent Guidelines

The purpose of the ?art program is to engage adults with the art in fun innovative ways.

Arrive before 6 pm. Parking is on a first-come first-serve basis. Come early to secure a place!

Go to the gallery where the activity is planned and report to the Lead Docent.

Early in the evening, you should receive two tokens for food or beverages from the Art After Dark Coordinator. Use them before it gets too busy.

Greet all visitors with a positive welcome and invite them to participate in the activity with an upbeat description.

Walk through the gallery and encourage participation in the ?art activity. Don't wait for them to come to you.

Welcome the visitors to use the stools at the table for the activity, or offer a clipboard if they need to walk around.

Reserve the stools for visitors participating in ?art. You may use a stool for a short break.

Docents may leave the gallery one at a time for a short 20-minute break for food or other needs. Let the Lead Docent know.

Count the number of people you engaged with during the evening.

The Lead Docent should pack up the supplies and entries in the HMA bag at 8:30 and collect all clipboards still in the gallery as the visitors finish. Leave the bag at the front desk.

Throughout the evening, help security enforce the rules (no touch, no food or drinks) to keep the art safe.