

## **LEAD DOCENT POSITION – MEETING A TOUR**

Every tour will have a lead docent who takes on the responsibility of meeting the tour they are giving. This docent gets an extra half credit and is designated as the lead docent by signing up in slot #1 on the sign-up calendar.

Lead docent duties:

1. Arrive at the front of the Academy 30 minutes before the tour to wait for the docents and school. All docents need to check-in with the lead docent at least 15 minutes prior to the tour time.
2. Pick up routes, evaluations and free family passes at the VIC. Docents can choose routes and together determine who goes first, second and third. Docents need to confirm that the necessary galleries are ready that morning.
3. Meet your group as they arrive on the lanai. Welcome them and direct them to an area on the lanai for them to wait for the tour. Direct them to store bags and lunches.
4. Hand the envelope containing the free passes and evaluation forms to the lead teacher. Confirm that the teacher has divided the total number of students into the appropriate number of groups with an adult chaperone/teacher in each group and ask them to line up.
5. All docents go to the lanai to get their group and then lead them up the stairs into the Academy.
7. After the tour, all docents escort their groups to the lanai where they gather with their teacher.
8. See that donations are delivered to the Education Department.

## **TROUBLESHOOTING**

### ***What if a docent doesn't show up?***

Check the Docent Room by phone (**532-8729**) to see if someone is there that can sub. Inform the teacher and support him/her in re-grouping the students.

### ***What if YOU can't make it?***

Docents call front desk 532-8700 to report very last minute inability to conduct a scheduled tour.

***What if the bus is late?***

Call the teacher contact number on the tour list.

***What if they need a drink or want to use the bathroom?***

They may do so in small groups before or after the tour with the teacher and when no other group is entering or exiting.

***Call Education at x3660 if you need help. If no one answers, leave a message on this number and someone will call you back right away.***