

COMMUNICATION WITH ACADEMY STAFF

Have a suggestion, a brilliant idea, complaint, or just need information from Academy staff? Please fill out this form (found in the Docent Room or use an online version) and the appropriate person will respond as soon as they can. The answer will also be shared with all docents in the Docent Room or via email.

This procedure will help everyone respond to you when they can, rather than a short, hurried response in the hall. And all docents can hear the answer so that the same questions or requests are not repeated.

Docent Request for Information from Academy Staff

Date: _____

From: _____

Email: _____

To: _____

Comment/Question/Suggestion:

Response:

Please note:

- A response will be sent to you as well as placed in a binder in the docent room.
- Responses from the curators will be dealt with as quickly as possible. Two to four weeks delays are possible due to work demands and business travel.
- Response needed by _____
- Curatorial information will be shared with all docents.

10/11/07