

PROCEDURE FOR ADULT TOURS

For Adult Gallery Tours:

1. Arrive ten to fifteen minutes before scheduled gallery talk time.
2. Put on your docent badge and do a quick check of your galleries to see if all your planned works are still being exhibited.
3. "Sweep" for visitors interested in a gallery talk by walking through the Museum and announcing that you will be giving a tour.
4. Give your very excellent gallery talk!
5. Sign out in the Docent Red Binder at the Visitor Services desk with appropriate numbers and comments.