

## Tips for an Excellent Adult Tour

1. **Friendly docents.** Be warm and welcoming and encourage questions. This will help you and your audience to relax and experience the works of art more fully.
2. **Object-oriented talks.** A gallery talk rich in visual discovery is unforgettable. Keep your discussion and all eyes focused on the artwork itself. Point out details. Relate historical and other background information to visual elements.
3. **Introduction, transitions, and conclusion tied to a theme.** These formal elements bring structure and meaning to your gallery talk. Keep them simple and clear.
4. **Accurate information.** Double check your facts. Know your sources. If you are unsure about a fact or pronunciation, call the appropriate Focus Team Leader for verification.
5. **Professional presentation.** Stand next to the object, facing the audience, so they can see the art clearly, and simultaneously look at you. Give your transition before walking. Dress appropriately.

### **A few reminders:**

- Adult gallery talks should run no more than 45 minutes.
- For dates, we now use BCE (Before the Common Era) and CE (Common Era) instead of BC and AD
- The evaluation forms for Highlights, Special Exhibitions, and Student Tours are available on the docent website or from the Evaluation Chair.

As you can see, these basic tour elements have not changed much since your provisional year. So, relax, and remember that your evaluator is on your side. Chances are, she is being evaluated this year, too.

Please call the Evaluations Chair if you have any questions or concerns about evaluations.