

## Docent Day Captains & Tour Day Captain Responsibilities

### Docent Day Captains:

PSAM Adult Touring Docents:	Ann Loeb
A&D Center:	Kurt Penn, Co-Captain: Lori Torchia
The Galen:	Denise Finch
Tuesday School Tours:	Eileen Fitzpatrick, Co-Captain: Brenda Weinstock
Thursday School Tours:	Rachel Gubman, Co-Captain: TBD
Friday School Tours:	Denise Finch, Co-Captain: Maureen Boren

### Tour Day Captain Responsibilities:

1. Insure that **all scheduled docent tours are covered**. If not, contact / email all docents on your “day”, if you’re a school touring docent. If you’re an Adult Touring Docent at PSAM / The Galen / A+D Center / Frey House II, contact / email all the Docents on your list to insure that a scheduled tour is filled.
2. If there is a **Special Requested Tour** that needs docent coverage, please contact / email all the docents on your list requesting that the tour be filled.
3. If you’re a **School Touring Day Captain**, please **Call the Teacher** prior to your touring day:
  - Introduce yourself to the Teacher and **confirm** that the school is **scheduled to visit the Museum on the tour day that’s listed on your School Touring Schedule**
  - Tell the Teacher that you’re looking forward to their school visiting the Museum. Ask them, if they have any **special needs / handicapped / wheelchair students** on this tour. Also, ask if they have any special interests / topics that they want the docents to discuss with their students.
  - Verify the number of students and adult chaperones for the tour.

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- Ask the teacher to have all the students and chaperones wear name tags, first name only.
  - Depending on the number of docents that are scheduled to tour that day, ask the teacher, if the students can be organized into groups for each touring docent. For example: if there are 8 docents touring, then ask the teacher to divide the students into 8 groups.
4. If there are any **“Communication Issues”** with *any* docents on your touring “day”, **such as Attendance, Code of Conduct, etc.**, please contact the **Tour Day Captain Liaison, T. Santora** to help resolve any issues.

### **Hospitality / Docent Meeting Coffee Breaks:**

Contact / email your touring “day” docents to request volunteers to bring refreshments to the coffee break. Also, ask for help in the set-up and take-down of the refreshments and the tables.