



PALM SPRINGS  
ART MUSEUM

**Preplanning for Docent Tours & Tour Content**

**Theme:**

Choose a theme which connects to the selected art. Themes should be relevant to the age and experience of the audience. For example - “Artists Who Think Outside the Box”, “Art that Connects Us with Nature”, “Why Is This Art?”, etc.

**Ideas for Themes:**

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**School Tours only:**

Consider learning goals. Help develop some aspect of visual literacy (observing, describing, comparing, contrasting), encourage independence for student visitors by showing them how to access information via wall label plaques, and how to connect the art with academic subjects (i.e. math, science, social studies, music, etc.)

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**Introduction:**

Learn something about the individuals in your group - prior visits, likes, particular interests, where they are from, etc. Review rules. Introduce the theme.

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## Preplanning for Docent Tours & Tour Content

### Gallery Stops:

Select the number of art works/galleries needed to convey your theme. Provide information about the visual elements of art as needed. Allow time for audience questions and observations. Consider questioning techniques and strategies that will further your goals and theme.

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### Transitions:

Connect all stops with a transition statement. Consider narrative suspense, how the next piece(s) will be alike or different from the current piece, why should they be interested in seeing it, etc.

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### Conclusion:

At the end, recap some key points of the tour or recap the theme. Ask what pieces they enjoyed. Invite visitors to return to see other works or encourage them to explore the Museum on their own as well as visiting the A&D and The Galen. Let them know that you enjoyed their participation in the tour.

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## Preplanning for Docent Tours & Tour Content

### Presentation Styles

- **Pace** - Amount of time on each object
- **Audibility** - make sure everyone can hear you
- **Face your audience** - make eye contact
- **Rapport** - share your enthusiasm for the object and theme chosen
- **Engagement** - Ask non-threatening open-ended questions /avoid “yes” and “no” questions
- **Observe Museum rules** - keep an appropriate distance from the art, etc.

What I need to work on:

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