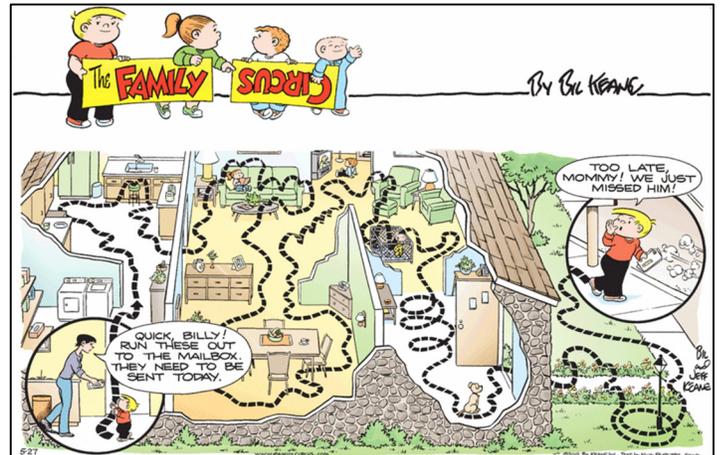


Introduction

- Welcome
- Introduce yourself
- What is this tour? What will be talking about?
- How long will it take?
- Where are we going?

What areas will you stop?

- Remember to stay flexible and have alternate possibilities
- Consider the most efficient route
- Keep the needs of your audience in mind
- Limit the amount of movement- each time you move, even a few feet, you have to regather the group and regain their attention
- Remember those transitions



Topics

- What will you focus on?
- How does it relate to your stops?

Conclusion

- Review
- Bring all of your points together
- Recommend how they can continue their visit
- Be sure to write your tour numbers in the book at the information desk and carefully return any materials to the volunteer office.

Examples of Stops and Potential Topics

Great Hall (general)

- *Tip: Pick a spot away from the fountain (it's loud)*
- Introduction
- Overview of the purpose of the building
- Meigs
- Columns (If you are talking about the great columns, walk over to the base and let visitors interact with them)
- Ventilation
- Inaugural balls
- Influence of the Palazzo Della Cancelleria on the interior design

Great Hall: Great Seal of the United States

- *Tip: Be aware of school groups and share the space with them or avoid it if they are in the middle of a talk*
- Inaugural balls
- Using the Great Hall as a party/gathering space
- That the building was, and still is, a government building

Exterior (F or G St.)

- *Tip: G St. has a ramp for strollers/wheelchairs and an awning for foul weather*
- Palazzo Farnese/ Italian Influence
- Frieze/ doors
- Ventilation (bricks under windows)
- Use of brick (finishing brick on the lower part of the building with tinted mortar vs. rough brick on the upper level)
- Modification of traditional motifs to reflect American and military symbolism

2nd floor (Outside of volunteer office)

- *Tip: be aware of other groups, event setups, blocking the walkway or stairs*
- Columns & their materials, classic orders
- Time Capsules
- Tile floors
- Offices
- The unique properties of the stairs

2nd floor (Pension Commissioner's Suite)

- *Tip: be aware if there is an event set up inside, a school group eating lunch, or a program being presented*
- Pension Bureau
- Ceiling decoration
- Fireplace and fire proofing
- The money vault
- Building restoration
- Doors

3rd floor

- *Tip: Be courteous to the 3rd floor tenants*
- Urns
- Busts
- Lion head (above the volunteer office under the 4th floor balcony)
- How the fourth floor was a later addition
- Frieze (in the stairwell)

4th floor

- *Tip: Please caution visitors if taking the stairs*
- *Tip: Be aware of museum staff and their offices, tour members may not wander off*
- Document track & dumb waiters
- Skylights
- Busts
- Capitals of great columns
- Roof over the Great Hall

Using Visuals on your Tour

- You are not required to use visuals
- Try to minimize the number you use to increase efficiency and decrease the amount you have to carry and shuffle while on tour
- Take time to organize your visuals before your tour
- If you would really like an alternate, printed visual, please ask

What's Next?

- Review your Docent 101 materials
- Read over the training materials & consider looking over other materials in the office
- Attend another historic building tour (?)
- Learn the basic information
- Outline your tour and map your route
- Try your tour on friends or family (contact Kristen or Stephanie if you'd like tickets for them to go to the exhibitions as well)
- If you'd like more guidance, set up a meeting with Kristen
- Schedule and give your qualifying tour to Kristen
- Once approved, start signing up for tours in Volgistics!

A few points on qualifying tours

- Don't panic
- Remain calm
- You aren't being graded, this is an opportunity to fine tune your tour. It's more of a conversation
- What I look for:
 - All of the basic parts (Intro, transitions, questions, conclusion)
 - An organized tour with an overall cohesiveness
 - General presence and presentation (body language, voice, use of visuals & objects)
 - Comfort and knowledge of basic info and history of the building
 - Your "voice" in the tour, what makes it uniquely yours
- You can give your tour as if I were a total stranger or it can be more informal, or both, whatever you find most helpful
- We likely won't go through your entire tour, unless you would find that helpful
- I prefer that you not use memory aids or cards, but you may if you feel really at a loss without them