

Preparing for the Maiden Voyage

Checklist of steps leading to your first tour!

Name _____ Mentor Name _____

- ☐ Shadow 2-3 other guides on their tours.

You can always contact Heather or Megan to find out who the guide will be so you don't come in for a docent you've observed before. (Caution: cut yourself off after a couple shadows so you don't overthink how your approach would compare with other docents.)

- ☐ Begin building your tour using the Organizer Sheets.

- ☐ Conduct 2 practice tours with your assigned mentor acting as the visitor.

This is a role reversal of the shadowing process- you're the one giving the tour to your mentor. So come in with your content pretty well developed, and your veteran partner will provide feedback and suggestions. The walk-through is an opportunity to ask questions about tour content, structure of techniques.

- ☐ Use VicNet to sign up for your first tour date in December.

- ☐ Continue to revise your Organizer Sheets.

- ☐ Meet with Heather or Megan for final sign-off, and to ask any additional questions and concerns.

- ☐ Use the Post Tour Reflection Sheets to communicate any victories, challenges or questions to us.