

DOCENT COORDINATOR

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Benzonia Public Library

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DOCENT GUIDE

Sign-up information on back page

Smithsonian: Museum on Main Street

Presented by

*Benzonia Public Library
Mills Community House
Smithsonian Museum on Main Street
Michigan Humanities*

◇ WELCOME VISITORS

- ◇ Look guests in the eye, introduce yourself, and make them feel welcome
- ◇ Ask if they would like to sign the guest book

◇ ORIENT

- ◇ **Smithsonian Exhibit:** Center of room
 - ◇ Go Virtual: scan the image for additional videos, images, and stories
 - ◇ Get Innovative: manual interactive lets visitors get more hands on
- ◇ **Local Partner Exhibits:** Perimeter of room
 - ◇ Display boards and information
- ◇ **Local Innovator Display:** In front of stage
 - ◇ Binder will be available in library after exhibit is over
- ◇ **Additional Programs:** See brochure-at the Mills Community House and in community
- ◇ **Strike the Spark:** Final stop. Please leave comments, thoughts about innovation, and possibilities for the future in our community

◇ COUNT VISITORS

- ◇ Track # of visitors for exhibit, programs, and groups. Complete tracking logs

◇ REMEMBER

- ◇ It's OK to say "I don't know"
- ◇ Avoid over explaining or walking visitors through the exhibit

◇ BE FAMILIAR

- ◇ Know the exhibits and where they are located

◇ SHIFTS:

- ◇ Arrive 15 minutes prior to your shift

Discover Innovation & Inspiration In Rural Communities

Oct. 14-Nov. 25, 2023

Benzonia Public Library
Mills Community House-upper level
891 Michigan Ave., Benzonia

EXHIBIT HOURS AND DOCENT SHIFTS

| | Exhibit | Docent Shifts |
|----------|---------|---------------|
| Thursday | 3-6 | 3-6 |
| Friday | 12-6 | 12-3 and 3-6 |
| Saturday | 12-6 | 12-3 and 3-6 |
| Sunday | 1-4 | 1-4 |