

# Docent on Duty-Shadowing Procedure Checklist

- How to turn on education center equipment
- How to run the 3D visualization and turn on projectors
- How to clean 3D glasses
- How to fill out Visitor Tracking form
- How to fill in Docent Hours form
- Check off shadowing hours (initial box)
- Tours are still on the hour however, if there are no tours please provide a thorough tour to shadowing docents
- Be sure to show all three videos on the boat side and all three videos on the lab side so that the new docent has the opportunity to see all the videos
- Show “Mapping Change” video and “Let’s Go Jump in the Lake” video if new docents have not seen it
- Ask shadowing docents questions to check for understanding
- Ask if they have any questions
- Discuss experience as an expert docent
- How to turn off all the education center equipment
- If you need any assistance or back-up, dial extension 7566, 7474, or 7483 for assistance