

Guidelines for Docents



As Daughters of Utah Pioneers, we have the privilege to serve as Docents in our Pioneer Museums. It is a wonderful opportunity to let the rest of the world become acquainted with our courageous pioneers through their artifacts. At the same time, we have the chance to personally grow. We hope the following points will help you become a successful and happy docent.

1. Be at your museum at the assigned time and day. Without you the museum does not come to life.
2. Greet each visitor in a friendly manner. Welcome them. If possible, have a guest register and ask them to sign it.
3. For security purposes always have two (2) docents at the museum, at all times. Make sure you have nearby access to a telephone or bring a cell phone with you if possible.
4. Be familiar with your museum's emergency procedures.
5. Become familiar with all the displays in your museum. If anything is stolen, a good docent is often the first to be aware that "something is different." Report anything out of the ordinary to your museum board member.
6. Do not tell personal stories to the visitors unless absolutely relevant.
7. If your docent coordinator has compiled a "Stories from our Museum" booklet, learn these stories. They can help you become more comfortable talking to the visitors, and they help the guests better understand the artifacts they are seeing. Everyone remembers that "fascinating story" they were told. If there is no "Stories from our Museum" booklet, pick out two or three artifacts that you find interesting and do some research about them. Write down your information and share it with other docents. If each docent accomplishes this, you will have a full booklet in no time.