

**DOCENT FACT SHEET**  
**GVSHP House Tour May 2, 2010**  
**Page 1 of 2**

Thank you for volunteering for the Greenwich Village Society for Historic Preservation's house tour on May 2, 2010. This sheet describes your responsibilities as a docent and answers questions you may have about the tour.

**Where do I report?**

Please refer to your assignment email for your tour location; volunteers are scheduled throughout eight different locations.

**When do I arrive?**

All volunteers, regardless of shift, must meet at their assigned site at **NOON** for orientation. Please arrive promptly. Captains will conduct roll call right away. Please note that **all volunteers must attend orientation at their assigned location**. There are no exceptions: those who do not attend orientation will not volunteer and will not receive a tour ticket. There are **two shifts of volunteers** on this tour. Shift one works from 1:00-3:15 p.m. and shift two works from 3:15-5:30 p.m. Docents are free to tour other homes when not working a shift.

**What are my responsibilities as a docent?**

As a docent, you are an integral part of a larger group of volunteers safeguarding the home to which you have been assigned. Each home has a GVSHP Trustee, two volunteer captains (one for each shift), and a set number of volunteers selected to suit that home's particular needs. At the orientation, the GVSHP Trustee in charge of the home will show you where you are to be stationed during your shift and point out additional information about your site. They will distribute your tour ticket, program, and name tag. Please wear your name tag so that visitors know the house is supervised and know to whom to address questions.

The tour begins at 1:00 p.m. and ends at 5:30 p.m. Ticketholders visit the homes on the tour at their own pace. You will aid the captain in monitoring the flow of visitors through the space. **Your primary responsibility is to safeguard your assigned house.** This policy applies also when you are touring other houses. If you observe something inappropriate, please politely say something. The success of this tour depends on you. We are counting on you to enforce the following rules with tact and diplomacy. Remember, they also apply to you.

- No one is to touch artwork or personal property, sit on furniture, open closets, drawers, or doors, or enter off-limits areas.
- There is no eating, drinking, or gum-chewing allowed in the homes.
- No photography is allowed.
- Visitors are not to use the bathrooms.
- Visitors must hand-hold any large shoulder bags. Backpacks, shopping bags and other bulky items that might scrape the walls of narrow hallways should be left at the front entrance.

**DOCENT FACT SHEET**  
**GVSHHP House Tour May 2, 2010**  
**Page 2 of 2**

- No one under 18 is allowed in the houses without an adult guardian. All individuals, including children and infants, must have a ticket to tour the houses.
- Visitors are not to use cell phones in the houses or gardens during the tour, except in case of emergency. Docents are not to use cell phones either, except for emergencies or reporting issues to the volunteer coordinators.
- Please discourage guests from staying too long in the gardens. Please use your discretion on garden seating, limiting use to the elderly or disabled.
- No stiletto heels. Anyone wearing spike heels should remove them at the door and wear booties. Note that one home on the tour requires booties for all visitors.
- Pets are not allowed in any of the houses.
- The tour ends at 5:30 p.m. No one is allowed entry after 5:15 p.m., and all tour-goers must exit the homes by 5:30 p.m.

**What do I wear?**

We ask that volunteers dress appropriately. Business casual attire is expected. You will be standing throughout the day. Comfortable shoes are a must.

**Is there an opportunity to take breaks or have something to eat?**

There are no opportunities to take a break during orientation or your shift. However, complimentary snacks, bottled water, and restrooms are available for volunteers at the Greenwich House Music School, 46 Barrow Street. You may take advantage of this opportunity when you are scheduled to take the tour. Please note that some homes do have bathrooms available for use by volunteers during orientation or at the end of the tour only. Your Board captain will inform you during the orientation.

**Who do I contact if I have questions or have an emergency and can no longer volunteer?**

Please contact Cynthia Penney, Volunteer Coordinator, at [docents@gvshp.org](mailto:docents@gvshp.org) (preferred) or call 212-929-6188 as far in advance as possible. If you need to contact someone on the day of the tour because of an emergency, please call Cynthia at 646-262-2673.

**What if I would like more information about the tour?**

There will be a meeting that is especially helpful for captains and new volunteers on Wednesday, April 28. This **optional** meeting will take place at 232 East 11<sup>th</sup> Street (between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues), 1<sup>st</sup> Floor, from 6:30-8:00 p.m. Please RSVP to [docents@gvshp.org](mailto:docents@gvshp.org) or leave a message at 212-929-6188 if you would like to attend. Refreshments will be served.

**Thank you for your service**

We thank you for your help in making the 2010 tour the best yet. We can't do it without you! But please remember, serving on the tour is a privilege. Volunteers who do not follow the rules will not be asked to serve again.