



# Hallet Oak Gallery

## Center for Arts and Entertainment

### General Orientation

#### Form for Docents, Visiting Volunteers, Supporting Attendees, & Participating Artists

The Hallet Oak Gallery wants to foster a positive experience for everyone who participates. The following are suggestions for ensuring such an experience for artists, docents, and clients alike. You may have other ideas for facilitating an experience. If so, please share them: \_\_\_\_\_ use back side

#### Suggestions for a Positive Experience at the Gallery

1. If you are ill after you have made a commitment to be at the Gallery, call Mieko so that she can get a substitute docent. Please take care of yourself first.
2. Before touching food or cups for beverages, please wash your hands. Use food gloves or utensils when arranging food.
3. Encourage donations for drinks if visitors offer to pay.
4. Try to keep the serving lines for refreshments well away from the exit doors. Gently steer groups in the gallery away from the exits.
5. When visitors come in and have had a minute to acclimate, (from the bright sun to the darker building) greet them with a smile and welcome them to the Gallery. Offer to get them a coffee or water and ask them to sign in. Show them the timeline and tell them a bit about the building and the building owner. Invite them to browse through the Gallery and offer to answer any questions they may have.
6. When artists are present, encourage visitors and potential customers to visit with them. Introduce them to each other.
7. Get to know the other artists in the Gallery. Read their bios.
8. Initiate conversation with other artists and friends about art. Try to include visitors in conversations.
9. Use the tables in the back of the Gallery for personal visits, but stay alert for visitors and clients who may need help.
10. If you want to eat a meal at the Gallery, please sit at a table toward the back and use a place mat to protect the tablecloth. At wood tables, please use coasters.
11. The display areas are not for personal items. Place your jackets, purses and other items in the designated place.
12. To set the tone that the Gallery is a special place, we encourage artists and docents to look their best. Neat casual attire is fine.
13. Extra restrooms are upstairs, if needed.
14. The HOG holds its instructors, artists, and customers in the highest regard. Please help us maintain that level of professionalism by focusing on the artworks and making visitors feel welcome and appreciated.
15. Do not solicit with vendors, customers or docents during open hours.
16. Do not make use of event for conversation for improvements; write down name and contact info so we can arrange a meeting. Any negative conversation needs to be met with "We are working right now." We are inspiring and exercising minds by encouraging positive attitudes.

