

Opening Night Schedules

An opening night schedule for students will keep them on track and aware of their responsibilities. Along with a master schedule you may want to create individual schedules for all students so they know what they are to do throughout the evening (*Learning on Display*, chapter 12.)

Opening Night Individual Schedule	
Name: Johnny Smith	
Time	Responsibility
6: 00 – 6:15 p.m.	Greeter
6:15 – 6:30 p.m.	Free—spend time with visiting family & friends
6: 30 – 7: 00 p.m.	Docent at Exhibit 2
6:45 - 7:00 p.m.	Docent at Exhibit 2
7: 00 - 7:15 p.m.	Free—spend time with visiting family & friends
7:15 – 7:30 p.m.	Tour Guide
7:30 –7:45 p.m.	Evaluator
7:45 - 8:00 p.m.	Free—spend time with visiting family & friends

Opening Night Master Schedule

Greeters—Distribute program brochures as visitors arrive.

Time	Students (2)
6:00 p.m.	
6:15 p.m.	
6:30 p.m.	
6:45 p.m.	
7:00 p.m.	
7:15 p.m.	

Tour Guides—Provide guided tours of exhibition.

Time	Students (2)
6:00 p.m.	
6:15 p.m.	
6:30 p.m.	
6:45 p.m.	
7:00 p.m.	
7:15 p.m.	

Docents and Interpreters—Interact with visitors at exhibits.

Exhibit	6:00 p.m.	6:15 p.m.	6:30 p.m.	6:45 p.m.	7:00 p.m.	7:15 p.m.
1						
2						
3						
4						
5						

Presenters—Perform during scheduled events.

Time	Team
6: 00 – 6:30 p.m.	
6: 30 – 7: 00 p.m.	
7: 00 - 7:30 p.m.	
7:30 – 8:00 p.m.	

Evaluators—Conduct visitor studies.

Exhibit	6:00 p.m.	6:15 p.m.	6:30 p.m.	6:45 p.m.	7:00 p.m.	7:15 p.m.
1						
2						
3						
4						
5						