



MT. GRETTNA AREA HISTORICAL SOCIETY MGAHS DOCENT CHECKLIST

	Open Museum
<input type="checkbox"/>	Arrive at museum 15 minutes early.
<input type="checkbox"/>	Sign docent sign-in book and wear docent badge.
<input type="checkbox"/>	Sweep porch and put out signs (two folding board signs and banner).
<input type="checkbox"/>	Put cushions on rocker and wicker chairs. Wipe down benches.
<input type="checkbox"/>	Put out visitor sign-in book and money jar with money.
<input type="checkbox"/>	Turn on main floor and upstairs lights, including showcases.
<input type="checkbox"/>	Open upstairs blinds.
<input type="checkbox"/>	Turn on military DVD and doll house lights.
<input type="checkbox"/>	Check bathroom to make sure everything is in order.
<input type="checkbox"/>	Turn on "Square" credit card terminal to warm it up for use.
<input type="checkbox"/>	When visitors are upstairs, one docent should be upstairs at all times.
<input type="checkbox"/>	Put on your best Mt. Gretna smile and greet visitors.
<input type="checkbox"/>	Have visitors sign the visitor book.
<input type="checkbox"/>	Sell products and put money in Sales envelope.
<input type="checkbox"/>	If someone donates an item, have them fill out the Deed of Gift form.
	Close Museum
<input type="checkbox"/>	Bring in the cushions and signs (two folding board signs and banner).
<input type="checkbox"/>	Turn off doll house lights and DVD player in military room.
<input type="checkbox"/>	Close upstairs blinds and turn off all lights, including showcase lights.
<input type="checkbox"/>	Check bathroom to make sure sink and toilet water are not running.
<input type="checkbox"/>	Many thanks for your fine work as a MGAHS Docent!

CONTACT INFO FOR QUESTIONS

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