

Lead Logistics for Martin Luther exhibition

Thanks to Lynn Dunlap and Rose Stanley-Gilbert, who worked out this plan. I have also added my comments (Debbi).

This plan is for traffic logistics for 2 groups of 4 docents doing tours at 1/2-hour intervals. This will not always be the case, but it's a good plan to follow, regardless, to ensure movement through the galleries in a timely fashion.

To work effectively it requires the lead docent to communicate with the leads on tours starting 1/2 hour before their tour and 1/2 hour after their tour. Please check the Bi-weekly schedule to see what other tours are scheduled.

There are potentially 8 docents (with 120 visitors on tours) in the 8 exhibition galleries at once. Plus, many visitors will stay after earlier tours to go through the galleries again more slowly. Each room may be crowded with post-tour people.

Rotation for the first 1/2 hour:

- 4 docents from your group will be in rooms 1-4. You will have 7.5 minutes in each gallery. (4 docents who started 1/2 hour before you will be in rooms 5-8.)
- First 15-minute period: 2 docents in rooms 1 & 2 and 2 docents in rooms 3 & 4. The pairs of docents will work out between themselves how to trade galleries after 7.5 minutes.
- Second 15-min period: the pairs will switch. 2 docents in rooms 1 & 2 switch with 2 docents in 3 & 4. Spend 7.5 minutes in each gallery and trade.

Rotation for the second 1/2 hour:

- First 15-minute period: 2 docents in rooms 3 & 4 move to rooms 5 & 6; 2 docents in rooms 1 & 2 move to rooms 7 & 8. Spend 7.5 min in each gallery and trade.
HELPFUL HINT: There is a direct passage between rooms 1 & 8. At the half-time switch docents in rooms 1 & 2 can go through the passage to reach rooms 7 & 8. (The group of 4 docents leading the tour following yours will now be in rooms 1-4.)
- Second 15-minute period: 2 docents in rooms 5 & 6 switch with 2 docents in rooms 7 & 8. Spend 7.5 min in each gallery and trade.

See p. 2 for a diagram of tour group movement.

It is important to keep your tour to **one hour**. Give people the highlights of each room and then encourage them to come back after the tour to look more closely.