

Docent Certification

The following is a list of things that certifiers (HD Staff and Seasoned Docents) will be looking for when going on your Certification Tour.

PRESENTS ACCURATE INFORMATION

- architects and their place in history
- names and dates for buildings
- distinguishes among architectural styles
- clearly explains architectural jargon/terms

Note: every architect, architectural styles, dates, etc. do not need to be said for every single building. Do not recite every detail you know. But do not be loosey-goosey with your information either. Find a happy medium!

TOUR PLANNING AND ORGANIZATION

- *introduction* is clear, succinct and descriptive (no longer than 10 minutes!)
- themes and goals of tour clearly stated
- effective, logical transitions between ideas
- connects information to themes and goals
- compares/contrasts buildings
- *conclusion* sums up, reinforces themes

TIME/SPACE MANAGEMENT

- completes the tour on time +/- 10 minutes (75 minimum -90 maximum)
- chooses good vantage points for viewing buildings
- positions tour away from heavy pedestrian traffic

HOLDING AUDIENCE ATTENTION

- varies voice modulation
- uses hand gestures, varies facial expression
- **makes eye contact**
- uses conversational vs. lecture tone
- tells a organized story, no rambling

CREATIVITY

- tells interesting stories, anecdotes (related to buildings you can see in front of you, not down the street!)
- uses effective analogies, metaphors

KNOWLEDGE OF REQUIRED TOUR ROUTES

- covers all core buildings
- starts and ends in right location

VOICE PROJECTION

- clear articulation
- can be heard over street noise
- faces audience when speaking; **doesn't talk to building**

EXHIBITS A PLEASANT MANNER

- appears comfortable and confident
- represents Historic Denver in a professional manner

WILLINGNESS TO LEARN

- open to receiving feedback from certifier