



Full Garden Docent Program Tour Worksheet

Name _____

FULL GARDEN TOUR PLANNING WORKBOOK

As you prepare to become a docent in the Full Garden program, we would like you to use this workbook in planning your tour. There are many ways of presenting a tour of the garden and this workbook should help in organizing your thoughts and ideas in a clear manner. Use as many of the pages as you need, but don't feel you need to use them all.

Please address the following concepts and ideas as you prepare your workbook.

1. **Accuracy of your botanical content information.** Please make sure your information about the gardens and the plants is correct. Don't be "creative" with the facts.
2. **History of the Huntington and each of the gardens.** Instead of talking about all the history of the Huntington, Hertrich, or Henry and Arabella at the beginning of your tour, we suggest that you weave portions of the history throughout your tour as you find them relevant to the specific area of the gardens.
3. **Incorporate themes.** In order for visitors to leave your tour with a clear idea of what it was about, please identify potential themes and incorporate them throughout your tour.
4. **The importance of visitors participating in the experience of the Gardens.** Simply listening to a tour becomes tedious and tiresome fairly quickly. Instead of "lecturing" on your tour, involve your visitors through conversation or asking questions such as: "Where are you from?" "Have you been to...?" "Does this remind you of....?"
5. **Transitions are important to build clarity and relationships, to smooth out the tour.** Think of how you can make connections within each of the gardens, bed-to-bed or area-to-area, and then the connection to the next garden, gallery, or the Library.
6. **This workbook is a "work in progress."** Touring dictates having a plan, but that plan must also allow for a flexible response to your audience and the seasons of the gardens. Happy planning!

Thank you for your time, your energy, and your talents.



2010

1. Greeting and introduction of myself.

- 2. Introduction of tour** (what visitors can expect).

- ### 3. Themes I would like to discuss on my tour.



MAIN OUTLINE FOR TOUR

Garden name Entrance Gardens

1. **Three to five important facts that the visitors should know about this garden that will relate to my theme.**
2. **Write three to five questions that will allow the visitor to participate in the tour.**
3. **Transition statements that I will use to move my visitors between different areas of this garden.**
4. **Transition to the next garden.**



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THE HUNTINGTON
*Library, Art Collections, and
Botanical Gardens*

Volunteer
Academy

THE FINAL FIVE MINUTES

1. Summary

2. Closing