

9/5/2018 *Schedule subject to change

Mission Inn Foundation Docent Training Schedule
 September 2018 - April 2019: Wednesdays, 7PM at the Mission Inn Hotel

Class:	Date:	Topic(s)	Presenter	Homework Due	Mentor Schedule
1	12-Sep	Welcome and Orientation - Welcome from MIF staff and board, icebreaker, review schedule and expectations, Docent Training Notebook	Kanani, Gina Cavallo Collins, et al.	Begin reading Maurice Hodgen's <i>Master of the Mission Inn</i>	Introduction of Mentor and Trainee
2	19-Sep	Early Mission Inn and Riverside History 1870-1903	Steve Lech		
3	26-Sep	Mission Inn History 1903-1935	Steve Lech		
4	3-Oct	Mission Inn History 1935-Present	Steve Lech	Tour Review #1	September, October, and November: Observe 4 tours (1 observation with assigned Mentor as Lead, 1 observation with Mentor as Assist)
5	10-Oct	Mission Inn Foundation: Activities & Operations	Gina, Kanani		
6	17-Oct	VSP Procedures and Museum Desk Operations	Rachel Builteman, Kanani		
	24-Oct	Pre-FOL Info Mtg & Potluck (5-7 PM)			
7	24-Oct	A Fresh Look at Frank Miller	Maurice Hodgen	Tour Review #2	
8	31-Oct	Visitor-Centered Experiences & Guest Services	Kanani		
9	7-Nov	Everything You Need to Know to be a Great Assisting Docent	Raymond Dunn and Mentors	Tour Review #3	
10	14-Nov	Accessibility	Kanani and Mentors		
Opt.	21-Nov	"Lights, Camera, INN-action!"	Steve Lech		
11	28-Nov	Architecture of the Mission Inn	Walter Parks		
12	2-Jan	Tour Development; Post FOL Q&A	Kanani	Tour Review #4	Nov. 23 through Jan. 6: Schedule and Assist 4 tours during FOL
13	9-Jan	Atrio & Chapel	Ursula Dube		
14	16-Jan	Leisure and Resort Hotels	Steve Lech		
Opt.	20-Jan	Script Writing Workshop (12:30-2pm)	Kanani		
15	23-Jan	Artifacts of the Mission Inn: Exterior	Sally Beaty	Script Outlines DUE	

16	30-Jan	Serving Our Audience	Kanani		Walk tour route with Mentor to prepare script outline (in January) AND complete a minimum of 2 partial tours with Mentor
17	6-Feb	"Frank Miller: More than a Businessman"	Jerry Gordon		
18	13-Feb	Artifacts of the Mission Inn: Lobby, Presidential Lounge, Grand Parisian Ballroom, Catacombs, and Ramona Court	Karen Raines		
19	20-Feb	Practice tours w/Mentors	Mentors	Draft of Script (Part 1 Downstairs) DUE	
20	27-Feb	Practice tours w/Mentors	Mentors		
21	6-Mar	"The Hotel the Oranges Built"	Dr. Vince Moses		
22	13-Mar	Security Procedures and Emergencies; School Tours	TBD, Gina, HMIC - Matt Dickinson, Kanani	Draft of Script (Part 2 Upstairs) DUE	
23	20-Mar	Helen Hunt Jackson and "Ramona"	Steve Lech		
24	27-Mar	Practice tours w/Mentors	Mentors		
25	3-Apr	Art of the Mission Inn	Sally Beaty and Ursula Dube		
26	10-Apr	Famous Fliers' Wall	Walter Parks	Final Draft of Script DUE	
27	17-Apr	Q&A Session	Training and Mentor Committee reps		
	24-Apr	Docent Graduation & Volunteer Appreciation!!!!!!!	Invitations mailed mid-March		