

Walking through History



Manchester, CT tours for schoolchildren

Dear Volunteer,

April 11, 2018

Thank you for volunteering for “Walking through History,” the Manchester Historical Society’s school-tour program. This letter confirms that you have signed up as a **tour guide (docent), tour helper, or bus greeter** for the program this spring (May 1-May 24). Tours will be conducted rain or shine. Please bring your cell phone with you if you have one. The daily schedule and general setup will be similar to last year, with the children divided into three groups for the AM then getting back together for bag lunches from 12:15 until 1:00 at Cheney Hall, followed by a tour of the Loom Exhibit from 1:10 until 1:30.

The schedule is basically the same as last year: We will have 40 minutes at each location, with the students’ time split with 20 minutes each between the Homestead and the Schoolhouse. This means guides and helpers at the Homestead/Schoolhouse will have a 20 minute rest between sessions. Due to the large size of some of the groups, we will concentrate on the downstairs rooms at the Homestead and end that tour with a walk up the stairs and through the parlor, exiting out the parlor door.

For **bus greeters**, the buses will arrive around 9:30 on Hall Court in back of Cheney Hall; please plan to be there by 9:25. Note that there is no parking in the Cheney Hall parking lot; you will need to park along Hall Court and Elm Street.

If you are a **tour guide**, you will have a helper assigned to work with you.

If you are a **tour helper**, your role involves recording the number of adults and students in each group and keeping the tour leader on schedule. If necessary, please remind tour group members not to touch museum items. A printed schedule will be placed in each venue. It is very important that all of us keep to the schedule.

Locations: Keeney Schoolhouse and Cheney Homestead—106 Hartford Road
Old Manchester Museum—126 Cedar Street
Loom Exhibit—Manchester History Center Forest St Entrance, 199 Forest St.
Cheney Hall—177 Hartford Road

Tour guides and helpers for the Keeney Schoolhouse, Cheney Homestead, and Old Manchester Museum, please arrive around 9:30 and plan to stay until 12:15. **Helpers** at Cheney Hall and the Loom Exhibit, please arrive by noon and plan to stay until 1:30.

If you can no longer volunteer on your scheduled dates, or if you have any other issues, please call me at 860 647-1262 or 860 944-2744 (or Robin Starkel at 860 646-8289 or Marilyn Eastwood at 860 643-1218 or 860 490-8517) to let us know as soon as possible.

Your participation is very important to the success of this program! Thank you very much.

Clair Leighton 860 647-1262 (home) 860 944-2744(cell) email clair66000@aol.com